MOVEMENT INSTRUCTIONS INDIA

(PROVISIONAL).



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PREFACE

1 Movement Instructions, India (Provisional), contain the orders of H E the Commander in Chief regarding movements in and from India of personnel of the Army and Air Force in India, and individuals employed under the Defence Department of the Government of India The book will be taken into general use from the date of its receipt

2 The instructions contained in King's Regulations for the Army and the Army Reserve regarding movements are, except where at variance with Movement Instructions, India (Provisional), generally applicable to India

3 Movement Instructions, India (Provisional), are divided into three main parts and appendices

I Rail moves in India

II Trooping

III Invaliding—British Personnel

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Quartermaster General in India

Army Headquarters, Simla
1937

MOVEMENT INSTRUCTIONS, INDIA (PROVISIONAL).

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(*a*) I A O 635 of 1935
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(a) I A O 459 of 1925

Table of Authorities for Movement Instructions India—concld

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(a) I A O 654 of 1935.
(b) A I I 21 and 22 of 1937
(c) I A O 821 of 1936

PART I—RAIL

Military Traffic Rules—Warrants—Credit Notes

1 The rules and rates for conveyance of military traffic by rail are contained in Military Traffic Rules published by the Indian Railways Conference Association

2 Conveyance for troops animals and stores by rail will be paid for by warrant (I A Fs T 1707 1707 A and 1714) or credit note (I A F T 1711) I A F T 1707 will be used for individuals and small parties insufficient to fill a vehicle I A F T 1707 A will be used for reserved vehicles for parties sufficient to fill a vehicle and for troop special trains Care will be taken to ensure that these forms are used correctly I A F T 1714 will be used for moves to and from manœuvre areas and training camps The route by which personnel animals or stores are to be despatched will be shown clearly on the warrant or credit note The terms cheapest route (C R) and shortest route (S R) are not recognised by railways and will not be used It is essential that all railway forms are prepared in accordance with the instructions contained in Military Traffic Rules and on the forms Warrants will be completed for the accommodation actually used

All warrants and credit notes issued in connection with moves between India and Burma must be endorsed in red ink debitable to the Government of Burma (See also paragraph 192)

When warrants or T A claims are prepared for persons granted entitled passages by sea the number and date of the letter allotting passage if quoted will be followed by the words passage allotment order

3 When a unit moves in relief or otherwise the unit contractor if accompanying is not entitled to conveyance at the public expense for his goods or staff Os C units will therefore ensure that conveyance for their contractors goods or staff is not provided in troop special trains at Government expense or on warrant

Arrangement of Moves

4 Milrail is responsible for the arrangement of rail accommodation time tables etc for parties of more than 20 British troops or 150 or more Indian troops Notice of impending moves and details of entraining strengths will be submitted on I A F T 1705 by command concerned to Milrail in sufficient time to admit of the issue by post of movement and local orders Arrangements for smaller parties will be made by local authorities

5 To avoid unnecessary expenditure on telegrams in connection with demands for accommodation the following procedure will be observed —

(a) demands for rail accommodation will be made normally by express letter to reach Milrail at least twelve clear days before the move is to commence

(b) telegraphic demands will be submitted only when it is not possible to give twelve clear days notice as above

(c) every endeavour will be made to give correct and final entraining strengths

Demands necessitating immediate compliance will indicate briefly the military or medical reason for urgency

If after the issue of orders additional rolling stock is required a further demand will be submitted to Milrail

Drafts

6 Troops other than complete units proceeding to Great Britain will be formed into drafts in accordance with orders issued by the Q M G in India at the same time as orders are issued for their journey to the port of embarkation Particulars of the officer detailed to accompany each draft will be included in these orders N and I Rail giving detailed instructions for draft conducting officers will be issued to all concerned Officers detailed for duty with troop special trains will not be released from such duty without the sanction of the Q M G in India which will be accorded in cases of military necessity only

Journeys to Ports for Embarkation

(Applicable to all passengers except class A invalids ordered to embark in transports freightships or packet steamers For class A invalids see paragraphs 409 *et seq*)

7 First class passengers will normally make their own arrangements to arrive at the port by the time and date given in their allotment orders unless required for duty or ordered to travel in troop special trains

8 With the exception of ships staffs specified in paragraphs 132 and 137 first class transport passengers embarking on the day prior to sailing will report between 11 00 and 18 00 hours Those intending to embark before 13 00 hours will inform the embarkation authority accordingly giving six days notice Passengers are not normally allowed to embark in freightships or packet steamers before the day of sailing Passengers for freightships or packet steamers will therefore report by 10 00 hours on the day of sailing unless otherwise ordered by the Q M G in India or the embarkation authority

9 When a complete unit proceeds to a port for embarkation all its officers will travel in the troop special trains unless otherwise ordered by the Q M G in India

10 Arrangements will be made for as many second class passengers as possible to proceed by troop special train Those selected to travel by troop special train will be included in the orders issued by the Q M G in India *vide* paragraph 6 the remainder will proceed to port independently and if passage is by hired transport

will report to the embarkation authority between 11 00 and 18 00 hours on the day before sailing Those intending to embark before 18 00 hours will inform the embarkation authority accordingly giving six days notice Should they desire at their own expense to defer embarkation until the day of sailing they will inform the embarkation authority accordingly giving six days notice They will then report by 10 00 hours on the day of sailing Except when specially arranged by the shipping company passengers are not permitted to embark in freightships or packet steamers before the day of sailing Passengers for freightships or packet steamers will therefore report by 10 00 hours on the day of sailing unless otherwise ordered by the embarkation authority

11 Third class and troopdeck passengers (except payment furlough indulgence discharge by purchase or destitute cases) will travel by troop special train unless otherwise ordered by the Q M G in India In cases where the Q M G in India considers it necessary to order third class or troopdeck passengers to port independently the journey will be so timed that the individuals arrive at the port on the day prior to sailing for embarkation the same day The embarkation authority will be informed of the time the individuals are due to arrive at the port

12 Applications for individuals normally required to travel by troop special train to proceed to port on warrant under their own arrangements for private reasons will be approved in exceptional circumstances only Each case will be referred to the Q M G in India for decision Command district and independent brigade area commanders may however in exceptional cases grant leave to a B O R who would normally travel by troop special train and permit him to travel at his own expense and under his own arrangements to the port of embarkation The Q M G in India and the embarkation authority will be informed immediately such permission is granted The embarkation authority will also be informed of the time such individuals are due to arrive at the port

13 All payment furlough details and personnel for discharge by purchase will report to the embarkation authority between 11 00 and 18 00 hours on the day prior to sailing The embarkation authority will be informed of the time the individuals are due to arrive at the port They will invariably travel at their own expense and cannot be permitted to travel by troop special train nor can they be given a warrant either free or on payment On presenting I A F T 1710 at the railway booking office payment furlough details receive a single ticket at concessional rates

14 Payment furlough details will be warned that on disembarkation on return from furlough they must be in possession of sufficient funds to rejoin their units They will be issued with I A F T 1710 for their return journeys before they leave their units

15. When payment furlough details are unavoidably returned by the War Office to a port other than that from which they sailed, connecting passages at Government expense will be arranged by the embarkation authority concerned

16 Third class families not on the married quarters roll, who are allotted passages on the authority of Passage Regulations, India, will report for embarkation at the same time as the head of the family concerned They are not entitled to free conveyance to the port of embarkation and will not be issued with warrants, nor permitted to travel in troop special trains

Destitute passengers will report for embarkation between 11 00 and 18 00 hours on the day prior to sailing They will be issued with warrants for their journeys to ports but will not be permitted to travel in troop special trains The embarkation authority will be informed of the time of arrival at the port of each destitute passenger

Provision of Rolling Stock

17. Railway authorities are responsible for the provision of sufficient and suitable rolling stock but the supply of stock of any particular size or capacity cannot be guaranteed

Types of Military Rolling Stock.

18. A limited amount of rolling stock specially designed to meet military requirements *i e*,—

military cars for British troops,

family cars of 28 berths each for families of British troops,

canteen cars,

kitchen cars for British and Indian troops,

is at the disposal of Government for the conveyance of troops and families Family cars, kitchen cars and canteen cars will be attached to troop special trains conveying British troops, and kitchen cars only to troop special trains conveying Indian troops, if considered necessary and provided they are available

Milrail is responsible for the allotment and movement of this stock

Carrying Capacity of Rolling Stock.

19. Sleeping accommodation for 66 soldiers is provided in the G I P Railway type of military car, and for 64 in the N -W Railway type, except when hot weather precautions are observed when the numbers are reduced to 44 and 42 respectively

20 The military capacity of ordinary third class rolling stock is —

Item	Troops travelling	Gauge of railway	Nature of Journey	Number of soldiers to be accommodated in every 100 seats intended for the Public
1	2	3	4	5
1	British troops	Broad	All journeys	40
2	,	Other Gauges	All journeys	50
3	Indian troops	Broad	All journeys carried out in connection with concentration or Peace journeys other than those included in items 4 and 5	60
4	Indian troops	Broad	Peace journeys in hot weather to or from Ports of embarkation or exceeding 700 miles	40
5	Indian troops	Other Gauges	All journeys	50
6	Non Combatants enrolled and temporary Personnel	All gauges	All journeys except those included in item 7	100
7	Non Combatants enrolled and temporary Personnel	All gauges	Journeys when proceeding on or returning from field service when travelling in Parties sufficient to fill a complete vehicle	60

The maximum military carrying capacity of a bogie on the Kalka Simla section of the N W R is 40

Size of and Charges for Troop Special Trains

21 As a general rule a troop train will be limited to the equivalent of 45 four wheelers A bogie will count as two-four wheelers in trains running to slow timings and as two and a half four wheelers in trains running to fast timings The minimum charge laid down in Military Traffic Rules for troops special trains is for the equivalent of 16 four wheelers

Accommodation for Parties not Requiring Special Trains

22 Large parties for which a special train is unnecessary will be despatched in rolling stock attached to ordinary trains small parties will be accommodated in ordinary passenger service rolling stock

Accommodation in Troop Special or Ordinary Trains for Families

23 Families of officers and warrant officers are accommodated in ordinary rolling stock first and second class respectively

Families of B O Rs are accommodated in special family cars when these are available otherwise in ordinary second class rolling stock

Families of Indian officers are accommodated in ordinary second class rolling stock

Families of I O Rs are accommodated in ordinary third class rolling stock

24 All officers are required to travel by troop special train when this is expedient Families may be allowed to accompany officers in troop special trains provided they can be accommodated without rendering necessary the provision of additional rolling stock Officers will not be permitted to travel in any other train at Government expense in order to accompany their families who may not be desirous of travelling by troop special train

25 Married men may travel in the same compartments as their families provided this does not necessitate the provision of any additional rolling stock or interfere with the privacy and comfort of other families travelling Husbands will not travel in family cars except between 09 00 and 19 00 hours

26 Families of civilian subordinates will not travel by troop special train but will draw travelling allowance if admissible and make their own arrangements

Marshalling and Loading of Trains

27 The railway authorities in consultation with the local military authorities will be responsible for the marshalling of rolling stock for troop special trains in accordance with the instructions issued by Milrail Once a train is marshalled and handed over to the military authorities the arrangements made cannot be altered The O C troops will be responsible that the rolling stock is correctly loaded He will be assisted by the R T establishment where available

28 Railway authorities are empowered to detach empty rolling stock to remarshall troop special trains or to substitute other rolling stock and may require rolling stock to be vacated at any station at any time when necessary for these purposes When such action

is necessary the following principles will be observed so far as circumstances permit —

(a) The sub division of units will be avoided

(b) Guns and vehicles will be conveyed in the same train as their teams

(c) Drivers will not be separated from their animals

Taking over, Handing over and Examination of Rolling Stock

29 The O C train is responsible on taking over the train that police are posted in charge of it with orders to allow no one near until carriages have been taken over by troops or families and that similar action is taken at destination until the train has been taken over by the railway authorities

30 The procedure to be observed when taking over and handing over vehicles is as follows —

(a) All rolling stock assigned for occupation by troops or animals will be examined before entrainment commences by the O C train or by the conducting officer and by a medical officer and if animals are to be entrained by a veterinary officer or veterinary assistant surgeon when available in company with a railway official They will ensure that all rolling stock is clean and anita special attention being paid to latrine accommodation Drinking water tanks when provided must be clean and filled with pure fresh water When animals are to be entrained breast bar fittings of goods wagons must be carefully inspected

(b) A list (in triplicate) of all deficiencies and damaged fittings will be drawn up by the O C train or conducting officer on the damage memorandum provided by the railway authorities

(c) The damage memorandum is to be signed by the railway official participating in the examination the guard and the O C train or conducting officer who is also responsible that the doors of all wagons containing Government stores or troops baggage are fastened securely

(d) One copy of the damage memorandum will be retained by the O C train or conducting officer one by the railway official and one by the guard

(e) On arrival at destination a similar examination is to be held and the condition of the rolling stock compared with the damage memorandum compiled before entrainment Any additional damage brought to light is to be assessed in accordance with the railways fixed schedule of charges published in Military Traffic Rules and charged to the individual responsible

31 If the individual responsible cannot be detected the cost of the damage is to be shared equally between the occupants of the compartment and paid for on the spot If for any reason the assessed damage is not paid for in cash the O C train or conducting officer will sign an acceptance for the amount involved which the station commander at destination will forward to the unit concerned The latter will pay the amount without question to the railway authorities and make recoveries from the individuals detailed in the memorandum

32 If any rolling stock is to be detached *en route* the despatching officer will ensure that a separate damage memorandum is prepared as above for such stock When the stock is detached the O C train will hand over the appropriate damage memorandum to the officer or officers in charge of such stock Similarly, all stock joining a train *en route* must be covered by a damage memorandum which should be taken over by the O C train from the officer or officers in charge of such stock

Train Timings

33 Troop special trains will normally run to the timings laid down in Military Railway Time Tables Parts I and II which are issued to all concerned Reference to these time tables in Army Headquarters movement orders will be made in terms of blocks and timings

When arrangements are made locally for the movement of troops by troop special train timings as laid down in Military Railway Time Tables will be used

34 Each party despatched by rail will be furnished by the despatching authority with a time bill on I A F T 1721 from which ordinarily no deviation is permissible Any unavoidable deviation therefrom will be endorsed on the bill by the individual authorising it and communicated by him to any station at which the party will halt and to the O C station of destination

Halts

35 The troop special train timings referred to in paragraph 33 provide for the undermentioned daily halts —

(a) British troop special trains with a kitchen car attached 3 halts of half an hour each morning mid day and evening respectively

(b) British troop special trains without a kitchen car and Indian troop special trains with a kitchen car or cooking wagons attached 3 halts of one hour each morning mid day and evening respectively

(c) Indian troop special trains without a kitchen car or cooking wagon 3 halts—one hour in the morning half an hour at mid day and 3 hours in the evening

(d) Animals Timings for animal special trains are specially arranged by Milrail to allow halts of one hour at convenient intervals

(e) Cooking wagons In cases where kitchen cars are not available and for technical railway reasons it is found impossible to arrange adequate cooking halts one or more cooking wagons will be provided under the orders of Milrail

Accidents

36 When a train conveying troops is involved in a serious accident or in a breakdown which will involve appreciable delay in the running of the train the O C train will take the following action He will inform by telegraph the O C nearest military station the O C station of destination and Milrail of the locality of the accident the nature of casualties and the probable delay involved

37 The O C the nearest military station will be responsible under the orders of the district or independent brigade area commander concerned and in consultation with the local railway authorities for taking such steps as may be necessary for the maintenance and relief of the troops involved The railway authorities in consultation with the local military authorities are responsible for the disposal of the train

38 In the case of serious breakdowns Milrail will issue orders for the suspension or continuation of the movement

Interruptions of Traffic

39 Arrangements have been made with railway authorities that they will report by telegraph to the district or independent brigade area commander concerned and to Milrail any interruptions of military traffic which will last longer than 12 hours or involve transhipment

Detention of Rolling Stock

40 When railway rolling stock is detained beyond certain periods the railway authorities can demand detention charges as prescribed in Military Traffic Rules All receiving and despatching military officers will therefore ensure that such charges are not incurred unnecessarily

These detention charges are not applicable in the case of consignments of coal explosives or other dangerous goods despatched under the rules contained in the Red Pamphlet

Notice of Despatches

41 The despatching authority will be responsible that whenever possible not less than 48 hours notice of the despatch of troop animals arms ammunition treasure or stores is sent to staff officers at —

(a) all intermediate halting stations
(b) an intermediate station to which troops animals etc are booked for onward despatch,
(c) the final destination

to enable arrangements to be made for onward despatch or reception

Military Stock Reports

42 All despatching officers will report to Milrail by telegram details of military stock despatched either by special or other trains Reports will not be made when ordinary stock is despatched For economy the accepted abbreviations for rolling stock given in Military Traffic Rules will be used

It will be sufficient if the Army numbers of the rolling stock are quoted *i e* those appearing on the body or panelling When stock is to be attached or detached at any intermediate station the fact will also be stated

43 Reports will be worded as follows —

(a) *Special trains* — Special 127 Block F comprising M five, nine thirteen sixteen MK four MR sixty MC ninety MF fifty five left for destination via M nineteen for Lucknow *via* Jhansi

(b) *Despatch by ordinary train* — Your 1234 16 Con fifth August aaa M nineteen left by eighty down passenger on (date) for Bareilly

(c) *Attachment to special train at intermediate station* — M nineteen attached to special 127 Block B on (date) for Bombay

Arrival and Departure Reports of Trains

44 Arrival and departure reports of troop special trains are not normally required If a train is more than two hours late at the starting station or more than two hours late at its destination Milrail will be informed by telegram In cases of delays at starting stations exceeding 30 minutes written reports giving brief reasons for such delays will be submitted direct to Milrail by despatching officers concerned

Entrainment and Detrainment—Personnel

45 When troops move by rail the O C train will issue all orders for entrainment and detrainment and for the preservation of order and discipline *en route* particularly during halts

46 When the number of troops to proceed is considerable an advance party may be sent to the railway station on the day of entrainment to allot accommodation and make arrangements To facilitate entrainment the numbers of men to be accommodated and names of units will be marked in chalk on the footboards below the doors Doors or sides of carriages will not be marked as this causes damage to the paintwork When entrainment is in military cars the blackboards provided will be used

47. The entrainment of parties of British troops exceeding 100 will be supervised by a Staff Officer The entrainment of parties of more than 50 Indian troops will be supervised by a K C O or I C O

48 The approach of troops to the station will be reported to the superintending staff officer or in his absence to the railway authorities in order that the route to be used within the station and the halting place previous to entrainment may be pointed out The officer in command will on arrival at the station arrange the troops for entrainment and tell off parties for entraining animals guns etc

49 Women and children with any light baggage accompanying them will whenever possible be entrained before the arrival of troops Baggage will normally be entrained before the arrival of troops The entrainment of animals guns and vehicles should be conducted simultaneously and completed before troops entrain

50 On the arrival of a troop special train at a port of embarkation the undermentioned officers and other ranks will detrain at once and report to the embarkation staff officer —

> O C train S M O train all company etc commanders draft conducting officers baggage officers (if any) and the train warrant officer

No one else will detrain until ordered

51 Troops when detrained will be formed up under cover if available Punkhas if available will be provided during the hot weather

Responsibility of Commanders

52 Local commanders will be responsible for the care comfort and welfare of troops and families travelling by rail

In the case of movements which commence in one command and terminate in another the command in which the movement originates will be responsible for the co ordination and issue of any subsidiary orders including orders regarding rations

53 The O C station at which troops entrain or the embarkation commandant at a port is responsible for all executive arrangements connected with their despatch to destination He will take such precautions for the preservation of the health of the troops as he may consider necessary although such precautions may not be specially authorized in regulations

54 The embarkation authorities at Bombay and Karachi will be responsible for arrangements in connection with the rail movements of personnel arriving from overseas

55 When personnel from overseas are detained for any special reasons in the transit section serving a port the local commander will be responsible for arranging their onward despatch immediately circumstances permit

This will not however apply when such detention is merely a phase in the general distribution arrangements of the embarkation authority *e g* a party detained for a short period on account of shortage of railway accommodation or to await the sailing of a connecting steamer In such cases the embarkation authority will be responsible

56 When personnel who are proceeding overseas are detained their onward movement from the transit section will be arranged by the embarkation authority

Train Staffs

57 Troop special trains will normally be provided with the following staff —

Officer Commanding train

Medical Officer

Adjutant

Baggage Officer

Warrant Officer

The O C train and M O will always be detailed by the despatching authority or in the case of trains conveying troops for embarkation by the Q M G in India The adjutant baggage officer and warrant officer if available will be detailed by the same authority but if not the O C train will himself detail suitable officers warrant officers or N C Os to fill any of these appointments

When a British troops kitchen car is attached to a troop special train the kitchen car staff will form part of the train staff Duties of kitchen car staffs are detailed in Appendix P

Office Accommodation on Troop Special Trains

58 One second class coupe or two berths in a large compart will be allotted to the train warrant officer for his own use and office accommodation on troop special trains running in conn with embarkation and disembarkation only

Hospital Accommodation on Troop Spec

59 One first or second
four berths will be reserve
cial trains and on trains
parties of more than 100 men when the journey
or more

60 A similar compartment will be reserved un ditions as hospital accommodation for familie ber of women and children is 50 or more Th irrespective of the number of troops accompan

Duties of Commanders and Senior Medical Of Special Trains

61 The O C train is responsible for the the troops and families on the train and for of all duties outlined in and I Rail He will allot duties to the officers and other ra as he considers suitable

62 When two or more medical officers tra the senior will perform the duties of S M O medical duties as may be desirable but dut definitely allocated in train orders issued by th or embarkation authorities will not be transf except in emergency

63 The S M O with effect from taking ove special train is the adviser of the O C train on the health of the troops He is responsible for th medical equipment and comforts and for their disp He will when necessary furnish a report in dupl priate portion of the report of the O C train

Discipline on Trains

64 The O C train will post a guard outsi every halt station to prevent looting from vendors will detain on the platform at all stops and kee from the train The senior N C O of each carr sible for the other side of the carriage Any ca may occur will be investigated and settled on the

65 The senior N C O of each military car or carriage will be responsible for the general discipline of the men and the cleanliness of the carriage He will ensure that the carriage latrine are not used when the train is stationary Any suspicion of bad sanitation in the vehicle will be reported to the O C and M O on arrival at a halt station Each N C O in charge will check and report to the adjutant or warrant officer of the train whether all in his carriage are present before the train leaves

Troops will be warned of the danger of throwing empty bottles etc from train

66 The O C train is responsible that troops obey the instructions contained in N and I Rail Appendix C Precautions to be observed by British Troops travelling in India

67 The O C train is responsible that the regulations of the railway companies are observed and that the prescribed time tables and general working of the railway service are not interfered with by the troops

Dangerous or Offensive Goods

68 The carriage by rail of baggage containing dangerous or offensive goods is prohibited The O C a unit detachment or draft travelling by rail is responsible that such goods are not packed in kits

Outbreak of Infectious Disease

69 On the discovery of an outbreak of infectious disease among troops travelling by train the commander will telegraph immediately to—

(a) the district or independent brigade area commander through whose district the train is passing at the time,

(b) the O C the next military station *en route* and the district commander when this station is not in the district in which the outbreak was discovered

(c) the O C station at destination

(d) the embarkation authority in the case of troops proceeding from a port after disembarkation The embarkation authority will warn all districts to which any personnel disembarked from the ship concerned are proceeding,

(e) in the case of troops proceeding to a port for embarkation the Q M G in India A G in India D M S in India and the embarkation authority at the port

He will also inform the railway authorities at destination of the number and description of the carriage in which the outbreak was discovered so as to ensure that it is disinfected

70 The O C the next military station *en route* will decide in consultation with the local medical authorities whether the whole or any portion of the party will be detrained He will make all arrangements and will communicate his decision by telegram to the commander of the nearest military station at which his orders can be conveyed to the affected party He will report his action by telegram to—

(a) Milrail

(b) D M S in India,

(c) the district or independent brigade area commander

(d) district or other commanders concerned with the movement

(e) the O C station at destination

(f) in the case of troops proceeding to a port for embarkation the embarkation authority

71 In the case of large concentrations of troops moving to a prearranged railway programme the O C train in which infectious disease appears will notify the district or independent brigade area commander through whose district or brigade area the train is passing and repeat the information to Milrail D M S in India the O C the nearest military station the commander of the formation to which the unit belongs and to the O C concentration area The local district or independent brigade area commander will decide the action to be taken and will inform Milrail accordingly

Cases of Serious Illness

72 When an individual is taken seriously ill and the S M O of the train considers it advisable the O C train will telegraph to the nearest military hospital (in grave emergency to the nearest civil or military hospital) for transport to meet the train The nature of the illness and probable time of arrival will be stated In the case of troops proceeding to a port the Q M G in India and the embarkation authority will be informed by telegram when a case is detrained

Stationery for Trains

73 The O C train will be supplied by the despatching authority with a small quantity of stationery including service labels and telegraph forms The balance of service labels and stationery will be handed over on arrival at destination and expenditure accounted for He will also be supplied with a copy of the orders issued by the despatching authority in connection with the troop special train

The train warrant officer will normally take charge of this stationery and compile reports and returns

Train Reports

74 Train reports are required only for trains to which British troops kitchen cars are attached or when specially called for They will be prepared by the O C train in duplicate on forms which will be handed to him at the starting station by the kitchen car sergeant One copy will be forwarded to the Q M G in India the other to the O C at the despatching station The O C train will countersign the S M O s portion of the train report (See paragraph 63)

75 The train warrant officer will submit a report which should contain a record of the numbers of all rolling stock on the train entering against each any remarks regarding cleanliness and running condition

Baggage Wagons for Troop Special Trains

76 The doors on both sides of brake vans and baggage wagons must be secured For this some railways provide padlocks others iron rivets which necessitate the use of cold chisel and hammer to re open while others apply seals to the hasps of doors N C Os in charge of kitchen cars are supplied with six padlocks to secure any brake vans or wagons which have to be opened *en route*

The O C train is responsible for the safe custody of the baggage *en route* and if padlocks are taken over from railways he will obtain receipts whenever padlocks and keys are transferred Should the railway authorities detach a wagon or assume charge of the contents of a wagon the responsibility for the safe custody becomes theirs but the keys if any will be retained by the O C train

Kits and Bedding

77 Kits and bedding will be despatched by the same train as their owners In cold weather men will take their blankets with them into the carriages Troops proceeding to or coming from over seas will take their sea kit bags with them into the carriages These bags must not be stowed in luggage wagons or brake vans, large kit bags will be stowed in luggage wagons or brake vans care being taken to keep invalids kits separate from others All articles of ordnance issue to be handed in at ports of embarkation will be kept ready by the troops and handed in immediately on detrainment

78 Officers and their families travelling by troop special train will take into their compartments only such baggage as is essential for the journey and in any case not more than one valise and one suit case each All other luggage will be loaded into the wagons provided

Baggage Wagons—Loading and Unloading.

79 The O C train (or baggage officer, if any) is responsible that—

(a) baggage is stowed in accordance with orders received and in such a way as to be readily accessible when and where required,

(b) baggage wagons and brake vans are properly secured as laid down in paragraph 76

(c) he is present when a brake van or baggage wagon is opened for loading or unloading of baggage and the wagon is properly secured before the train moves on,

(d) the baggage is properly disposed of *en route* to units and individuals and at destination all baggage is accounted for,

(e) padlocks and keys railway property are returned at destination and receipts obtained from the station master and those on charge of the kitchen car sergeant are returned to him at destination

Loss of Baggage

80 A soldier travelling by ordinary train will be warned not to surrender his luggage ticket at destination until he has taken delivery of his baggage Should any be missing he must report the case to the station master at once and endorse the ticket before handing it over with all particulars of the baggage deficient and obtain from the station master a signed copy of the ticket with the endorsement He should then report the matter to his O C who will be responsible that the property is recovered or that compensation for the loss is obtained from the railway If no settlement is reached within a reasonable period the matter will be referred to arbiters one nominated by the O C and the other by the railway for decision and if these cannot agree the case will be referred to a third arbiter whose decision will be final If the matter cannot be settled locally in the above manner it will be referred to district or independent brigade area headquarters

81 In all other cases of losses from troop special train the O C train is responsible that the matter is investigated thoroughly without delay A report will be submitted by the O C train to the O C station at destination for such further action as may be necessary

Supply of Drinking Water

82 When it is expected that there is likely to be difficulty in procuring an adequate supply of pure drinking water for troops travelling by rail the despatching authority will make such arrangements for its supply as may be necessary

83 All drinking water tanks on the train will be filled before it leaves the despatching station There is gauge (i e, a pipe with holes drilled in inch apart) to all drinking water tanks in military rolling stock On the G I P type of military car the gauges will be found at the end of the large underslung tank this tank holds 250 gallons of water On the N W P type of military car the gauge is found on the side of the car and is connected to two 112 gallon tanks which are housed under the seats in the car This type of car also carries in the first bay one 16 gallon camel tank housed in a zinc lined wooden box this tank is removable and can be filled at stations *en route* Water put in from the roofs of military cars will only be used for washing and flushing and so need not be chlorinated Drinking water tanks are filled from the sides of military cars Drinking water from the large tanks has to be pumped up to small tanks which are situated at the ends of the cars The pumps which are of the semi rotary type are near the wash basins

84 It is the duty of the O C train to watch the water supply to see that neither drinking water nor washing water is wasted and that the former is used for drinking only The water supply should be replenished whenever possible, the S M O should be informed so that he can chlorinate it if necessary The S M O will therefore be supplied by the despatching authority with chlorinating solution

Pure drinking water is not available in ordinary railway stock, passengers must therefore make their own arrangements

Meals for Details Joining Troop Special Trains

85 Despatching authorities are responsible for meal arrangements for details coming from outlying stations to draft collecting centres From time of arrival at the draft collecting centre up to the time of joining the troop special train the responsibility devolves upon the O C station at which the draft collecting centre is located Despatching authorities are also responsible for the provision of meals for drafts or details who leave a troop special train to proceed onwards by ordinary train up to the time they arrive at their final destination The first and last meals to be taken from kitchen cars on troop special trains are shown in the schedules attached to the train orders issued by the Q M G in India or the embarkation authority concerned

Ration Arrangements—Kitchen Cars

86 Kitchen cars are attached to troop special trains whenever possible to enable meals to be prepared *en route* Rations for the whole journey (except bread ice fresh meat and fresh vegetables which are issued for the first day only) will be placed on kitchen cars at starting stations under orders of the despatching authority who is also responsible for including in his train orders instructions regarding the supply of fresh bread meat etc, required for subsequent days

Ice on the authorised scale will be placed in the kitchen car refrigerator sufficiently early to cool it before the fresh meat etc, is put in

87 When a kitchen car is attached to a troop special train proceeding to or from a port in connection with direct embarkation or disembarkation the train is regarded as one complete unit for ration accounting purposes

The O C train in such cases will —

(a) give a receipt for all rations supplies and packing material issued to the train at the starting station or *en route* retaining one copy of each voucher in respect of articles issued for consumption and two copies of the voucher in respect of reserve rations

(b) hand over to the R I A S C representative at destination of train all packing material reserve and unconsumed rations obtain a receipt for such articles handed over *and forward it to the supply officer at the starting* station

(c) send to the supply officer at the starting station a copy of all ration and supply vouchers for the rations and supplies received *en route*

88 The supply officer at the starting station will be responsible, under the orders of the despatching authority for the preparation of the ration return on I A F S 1519

89 All parties of British troops numbering more than 20 including those travelling in a troop special train to which a kitchen car is not attached will be provided with hot meals under arrangements to be made by the R I A S C The supply officer concerned will be informed by the despatching authority of the number of breakfasts dinners or suppers when and where required and will arrange for a member of the Canteen Contractors Syndicate to provide prepare and issue them The contractor will be paid at a fixed rate for each meal provided and for his transport expenses

90 Despatching authorities will furnish the earliest possible information to all supply officers *en route* giving separately numbers of men women and children When troops travelling by rail are provided with meals *en route* families will also be provided with free meals

Working parties will be provided by the O C train

91 Should a train conveying troops be running late the officer in charge will telegraph to all supply officers concerned with the provision of meals giving probable time of arrival at halt stations where hot meals are required He will also wire to the O C station at destination the revised time of arrival The O C station at destination will pass this information to the supply officer and all concerned

Reserve and Emergency Rations

92 Emergency and reserve rations will be provided as follows —

(a) one day's reserve ration of tinned meat and biscuits per individual will be carried on all troop special trains provided with kitchen cars,

(b) one complete emergency dry ration per individual will be carried on all troop special trains not provided with kitchen cars and on all ordinary trains when the party exceeds twenty

This ration will not be demanded by the despatching authority unless he has reason to believe that it will be required for consumption during the journey Generally speaking it is unnecessary to demand the ration for journeys of less than 24 hours other than on the Kalabagh Bannu line

(c) the despatching authority for each troop special train will be responsible for placing on board the train the maximum requirements of emergency and reserve rations for the whole journey,

(d) the R I A S C authority who issues these emergency and reserve rations is responsible for informing the O C train of the stations *en route* at which these rations if consumed can be replaced,

A list of railway stations showing the supply officers on which each station is dependent and where rations can be replaced is contained in Appendix O

(e) if not consumed emergency and reserve rations will be returned to the R I A S C at destination

NOTE —If it is necessary to use emergency ration articles, issues will be made in complete units of the original pack approximating to the actual scale as laid down in Scales of Rations and Supplies at the discretion of the O C train

Rations—Families of B O Rs

93 Families of British other ranks when travelling by rail with troops for whom kitchen car or wayside meals are provided are entitled to free issue of rations/meals at the following scale —

(a) for a wife and each child 12 years of age or over—as for the soldier,

(b) for each child over 1 year and under 12 years—half the scale for the soldier,

(c) for each child under 1 year—one tin of milk of the smallest pack ($2\frac{3}{4}$ ozs) per meal

Rations—Indian Troops and Non-Combatants Enrolled

94 When travelling by troop special train on journeys of less than 24 hours duration men will entrain with cooked or specially prepared rations On journeys of more than 24 hours rations for the estimated number of days journey will be loaded regimentally and cooked in the kitchen car during long halts or in the wagon specially attached to the train for this purpose In the case of troops proceeding for embarkation the estimated number of day s journey will include the day of embarkation

95 When travelling by ordinary train on journeys under 18 hours parties not exceeding 20 will be allowed the option of drawing their ordinary rations if preferred instead of train rations The scale of such rations is laid down in Scales of Rations and Supplies On journeys of more than 18 hours they will be allowed the option of drawing the money allowance authorised without prejudice to their claim to the ordinary messing allowance

96 When it is in the interests of the State district and independent brigade area commanders may at their discretion authorise the grant of an allowance in lieu of rations to parties of more than 20 Indian troops travelling by ordinary train This will not prejudice their claim to messing allowance or ordinary rations in lieu of train rations and may be applied irrespective of the length of the journey involved

97 Messing allowance is not admissible to soldiers for days on which they draw train rations The rules regarding the admissibility of an allowance in lieu of rations to troops travelling by rail are contained in P and A Regulations

Canteen Cars

98 Whenever possible a canteen car is attached to British troop special trains for the supply of refreshments tobacco etc to the troops *en route* The contract for these canteens is allotted by the Q M G in India Canteen cars are at all times subject to inspection by and supervision of Os C and M Os of train who will if necessary bring to notice in their reports any matters affecting canteen cars

99 Unit contractors are not allowed to carry and sell refreshments etc to troops on a train to which a canteen car is attached nor are they permitted to supply before departure goods for consumption on the train

Liquor

100 British soldiers travelling by rail will be permitted to purchase one bottle of beer twice daily between the hours of 12 noon and 1 P M and 6 P M and 8 P M, during the cold weather only During the hot weather beer will only be issued at the discretion of the O C train who will specify the hours of issue and the amount authorised Os C are responsible that these amounts are not exceeded

Meals for Small Parties.

101 British soldiers and their families when travelling alone or in small parties may, provided that the soldiers are in uniform, eat in refreshments at second class refreshment rooms or in restaurant cars at the following rates —

(a) morning meal (before 10 a m)

> Two eggs or plate of curry with rice six ounces of bread with two ounce of jam one pint of tea with milk and sugar and one plate of porridge with milk
>
> 10 annas

(b) mid day meal (between noon and 3 p m)

> Plate of meat with potatoes and one other vegetable four ounces of bread pudding and one bottle of mineral water
>
> 12 annas

(c) evening meal (after 5 p m.)

> One pint of tea with milk and sugar six ounces of bread with cheese or butter and two eggs
>
> 8 annas

Total Rs 1 14 0 per diem.

The cost will be met from the ration and messing allowance, admissible under P and A Regulations

NOTE — Meals in restaurant cars will be served at such times as can conveniently be arranged

One pint of beer for each man or woman may be provided at four annas per pint of draught beer or six annas per pint bottle when draught beer is not stocked

102 At refreshment rooms a hot breakfast or dinner if preferred to the standard meal and the soldiers concerned meet the extra cost, may be obtained at twelve annas per meal Aerated waters and ice may be obtained at the following rates —

Soda water—1 anna per bottle

Lemonade—2 annas per bottle

Gingerade—2 annas per bottle

Ice—6 pies

103 Despatching officers must give refreshment room contractors at least *18 hours notice of requirements for parties of ten or more,* to ensure meals being ready when required Parties of less than ten will intimate their requirements in advance to the guard of the train

Accommodation for Animals

104 Under normal conditions horse boxes are provided for the conveyance of authorised chargers stallions colts (stud bred and keep entire) and brood mares of the Army Remount Department, and trucks or covered wagons for other animals Special horses purchased and sent to Remount Depots for issue as officers chargers will also be conveyed in horse boxes when considered necessary

105 Any accommodation in horse boxes available after military requirements have been met can be utilised by railways to accommodate horses of the general public When no such traffic offers or the railways do not exercise this option the military despatching officer may after having satisfied himself that the accommodation will not be required by the railways load it to full carrying capacity with other Government horses or mules If accommodation still remains available it may be used for the conveyance of unauthorised chargers The allotment of accommodation for unauthorised chargers will be made in order of juniority of applicants

Entrainments and Detrainments—Animals Guns and Vehicles

106 The military authorities will be responsible for the entrainment and detrainment of animals guns and vehicles and for the provision of such attendants gear and forage as may be required during the journey Two or more attendants either soldiers non combatants enrolled or temporary personnel will travel in each wagon containing animals

107 When animals are conveyed in horse boxes one attendant for each animal is permitted to travel free in the horse box conveying the animals When animals are conveyed in goods wagons two attendants in a four wheeler three in a six wheeler and four in a bogie wagon are permitted to travel free in the wagon conveying the animals

108 When artillery armoured cars tanks or similar vehicles are being conveyed in open trucks all movable parts will be taken off and packed separately in boxes which will be loaded in locked wagons with the baggage These wagons and the open wagons conveying the vehicles will be inspected at each halt under orders to be issued by the O C train

PART II—TROOPING.

Trooping Programme.

109. The trooping programme is compiled by the Director of Sea Transport, Mercantile Marine Department, Board of Trade, in consultation with the Admiralty, War Office, India Office and Air Ministry The trooping programme will be published in India Army Orders and all concerned will note carefully the dates of sailing of transports and adjust their passage requirements accordingly

Provision of Transports and Freightships.

110. The Director of Sea Transport is responsible for the provision of fitted transports and for the engagement of freightship accommodation as necessary In India arrangements for the provision of freightship accommodation are made by the Principal Sea Transport Officer, East Indies who is the representative of the Director of Sea Transport The P S T O is also responsible for the provision of accommodation in packet steamers for entitled passengers from India.

Reports of Arrival of Ships in India.

111. The arrival at any port within Indian limits of a hired transport or freightship or of any vessel moving within Indian limits with formed bodies of troops on board will be reported by the P S T O or his local representative to the Q M G in India by telegram

Inspections of Transports and Freightships

112. A ship to be fitted out in India as a transport for the conveyance of troops will be inspected by a special board consisting of representatives of the P S T O and Army Headquarters in order to determine the best use to be made of the space available and the approximate numbers of the various classes which the ship can accommodate When a transport engaged in India is adversely reported on in any important particular regarding the structural arrangements, during a voyage an inspection will be made on her return to India to determine what alterations, if any, are necessary

113. The P S T O will decide as to the suitability of accommodation, the cabins to be used for Government passengers, and the number which may be accommodated in each cabin

114. When 50 or more third class Government passengers are to be conveyed in a transport or freightship and inspection will be held before embarkation to see that the fittings, sanitary condition, preservation of health and messing of troops are satisfactory, and that the ship is clean and in every way fit for the embarkation This inspection will be made by a board consisting of representatives of the P S T O and Army Headquarters The latter will include an officer of the embarkation staff the embarkation medical officer,

and when animals are carried, a veterinary officer The O C troops and medical officer proceeding in charge of troops on board will attend A report on Form T-63 will be prepared by the representative of the P S T O and signed by the representatives of Army Headquarters One copy will be forwarded to the Q M G in India, and one copy to the D M S in India

115. A final inspection will be held by the board as soon as embarkation is completed to ascertain whether the arrangements for the berthing of troops, stowing of baggage, etc , have been observed One copy of the report of the final inspection board, on Form T 64 will be forwarded to the Q M G in India, and one copy to the D M S in India

116. Troops, except those on duty, women and children will be seated at their mess tables before the final inspection commences and will remain so seated until its completion Os C companies, etc , and drafts will be present and read to the men their orders for fire and collision stations (copies of which will be hung up on each troop deck) They will also instruct their drafts as to the method of wearing and securing of lifebelts illustrations of which will be found in all cabins and outside the troop canteen issue room They will report that they have done so to the board on its arrival on the troop decks

117. Before leaving the precincts of the port all personnel will be exercised at fire boat and collision stations under arrangements to be made by the master in consultation with the O C troops If time permits troops will be exercised before the vessel sails

Medical Inspection of Crews.

118. The embarkation medical officer will ascertain from the master of the ship that the crew are free from infectious disease In the case of a transport a medical inspection of the ship s crew and a sanitary inspection of the parts of the ship occupied by the crew will be made at the beginning of each voyage by the embarkation medical officer who is gazetted an Assistant Port Health officer for this purpose

Rations, Stores, etc., for Transports and Freightships.

119. The embarkation authority will ensure that a suitable and sufficient supply of rations, medical stores and comforts veterinary stores and disinfectants for the voyage is placed on board

120. Passages for British Troops other than formed units, will be requisitioned "with diet " and subsistence will be provided by the ship at the contract or other rate in force Arrangements for the rationing of complete British units will be made by the embarkation authority concerned

PART II—TROOPING

Trooping Programme

109 The trooping programme is compiled by the Director of Sea Transport Mercantile Marine Department Board of Trade in consultation with the Admiralty War Office India Office and Air Ministry The trooping programme will be published in India Army Orders and all concerned will note carefully the dates of sailing of transports and adjust their passage requirements accordingly

Provision of Transports and Freightships

110 The Director of Sea Transport is responsible for the provision of fitted transports and for the engagement of freightship accommodation as necessary In India arrangements for the provision of freightship accommodation are made by the Principal Sea Transport Officer East Indies who is the representative of the Director of Sea Transport The P S T O is also responsible for the provision of accommodation in packet steamers for entitled passengers from India

Reports of Arrival of Ships in India

111 The arrival at any port within Indian limits of a hired transport or freightship or of any vessel moving within Indian limits with formed bodies of troops on board will be reported by the P S T O or his local representative to the Q M G in India by telegram

Inspections of Transports and Freightships

112 A ship to be fitted out in India as a transport for the conveyance of troops will be inspected by a special board consisting of representatives of the P S T O and Army Headquarters in order to determine the best use to be made of the space available and the approximate numbers of the various classes which the ship can accommodate When a transport engaged in India is adversely reported on in any important particular regarding the structural arrangements during a voyage an inspection will be made on her return to India to determine what alterations if any are necessary

113 The P S T O will decide as to the suitability of accommodation the cabins to be used for Government passengers and the number which may be accommodated in each cabin

114 When 50 or more third class Government passengers are to be conveyed in a transport or freightship and inspection will be held before embarkation to see that the fittings sanitary condition preservation of health and messing of troops are satisfactory and that the ship is clean and in every way fit for the embarkation This inspection will be made by a board consisting of representatives of the P S T O and Army Headquarters The latter will include an officer of the embarkation staff the embarkation medical officer,

and when animals are carried a veterinary officer The O C troops and medical officer proceeding in charge of troops on board will attend A report on Form T 63 will be prepared by the representative of the P S T O and signed by the representatives of Army Headquarters One copy will be forwarded to the Q M G in India and one copy to the D M S in India

115 A final inspection will be held by the board as soon as embarkation is completed to ascertain whether the arrangements for the berthing of troops stowing of baggage etc have been observed One copy of the report of the final inspection board on Form T 64 will be forwarded to the Q M G in India and one copy to the D M S in India

116 Troops except those on duty women and children will be seated at their mess tables before the final inspection commences and will remain so seated until its completion Os C companies etc and drafts will be present and read to the men their orders for fire and collision stations (copies of which will be hung up on each troop deck) They will also instruct their drafts as to the method of wearing and securing of lifebelts illustrations of which will be found in all cabins and outside the troop canteen issue room They will report that they have done so to the board on its arrival on the troop decks

117 Before leaving the precincts of the port all personnel will be exercised at fire boat and collision stations under arrangements to be made by the master in consultation with the O C troops If time permits troops will be exercised before the vessel sails

Medical Inspection of Crews

118 The embarkation medical officer will ascertain from the master of the ship that the crew are free from infectious disease In the case of a transport a medical inspection of the ship s crew and a sanitary inspection of the parts of the ship occupied by the crew will be made at the beginning of each voyage by the embarkation medical officer who is gazetted an Assistant Port Health officer for this purpose

Rations, Stores, etc , for Transports and Freightships

119 The embarkation authority will ensure that a suitable and sufficient supply of rations medical stores and comforts veterinary stores and disinfectants for the voyage is placed on board

120 *Passages for British Troops* other than formed units will be requisitioned with diet and subsistence will be provided by the ship at the contract or other rate in force Arrangements for the rationing of complete British units will be made by the embarkation authority concerned

126.—The embarkation authority is responsible for providing the O C troops on board with the following documents.—

(a) seniority list of officers to embark;

(b) nominal rolls of troops embarking (British personnel only) on A F B 127,

(c) Copy of berthing lists for first, second and third class passengers

(d) Embarkation returns (A F B -126),

(e) A F N 1511 for all class A invalids embarked,

and the War Office with a preliminary embarkation return (which must arrive at least 14 days before the personnel concerned) of all personnel embarked in India for conveyance to Great Britain

127. The O C troops will be issued with a warrant to enable him to convene and confirm district courts martial on board during the voyage On the conclusion of the voyage the warrant will be returned to the issuing authority who will retain it for at least one year, after which it may be destroyed

Embarkation Returns.

128. The embarkation authority will furnish direct to the India Office, a return showing the names of all officers embarked for destinations outside Indian limits, and the circumstances in which they are proceeding

129. Special forms as issued by the War Office to all transports and freightships, and A F B 126 are required for British troops embarked for destinations outside Indian limits A F B 126 will be prepared by the embarkation authority and disposed of in accordance with the instructions on the form

130. When British soldiers proceeding on furlough are embarked, a separate nominal roll, showing their rank, name, corps particulars of family, period of furlough granted and whether free or payment will be prepared in duplicate by the O C Unit and forwarded to the embarkation authority who will countersign one copy and forward it direct to the War Office

Voyage Reports.

131. For transports or freightships engaged in India five copies of I A F T -1735 will be prepared by the O C troops and handed over by him to the embarkation authority at the port of disembarkation for disposal. No voyage report is necessary for voyages within Indian limits when less than 50 troops are carried unless the O C troops or the embarkation authority considers there is special need for a report

Duties on Board Ship and with Drafts.

132. Officers will be appointed for duty on board ship by the Q M G in India and instructed in their duties by the embarkation authority In transports, the ship's staff normally consists of the O. C troops, senior medical officer, adjutant, quartermaster, baggage master, messing officer and chaplains Staffs for freightships will be detailed as required in accordance with the numbers to be embarked

133. Normally when a British cavalry regiment or a British Infantry battalion is embarked in a transport for conveyance ex India, the O C the regiment or battalion will be appointed O C troops on board

134. When circumstances permit, officers additional to the ship's staff will be appointed for duty as follows —when the troops on board number between 20 and 75 one officer, for every additional 75 men, one officer, when the number exceeds 150 one of the officers will be a captain and when it is more than 300 one will be a field officer

135. Draft conducting officers will be selected by the Q M G in India from the entitled first class passengers embarking Officers so selected will not be relieved of this duty for private reasons Should sufficient draft conducting officers not be available among the entitled passengers embarking, the Q M G in India will make a selection from the applicants for indulgence passages Selection will usually be confined to officers unaccompanied by families

136. The grant of leave does not exempt an officer from duty with a draft or on board ship, but officers proceeding on leave or furlough under the leave rules for the Indian Army will not be detailed for duty unless circumstances render this absolutely necessary

137. With the exception of the messing officer, who must report by 10 00 hours on the day of sailing, officers appointed for duty as ship's staff of transports will report to the embarkation authority as follows —

At Bombay—At No 18 Berth Alexandra Docks, at 09 30 hours on the day before sailing

At Karachi—At Embarkation Headquarters at 09 30 hours on the day before sailing

These officers will be required for duty from the time of reporting If train timings necessitate their arrival at the port overnight, *i e*, on the day prior to that on which they are due to report, they will be entitled to one day's daily allowance

138 A medical officer proceeding overseas who has travelled to port in a troop special train will report to the embarkation medical officer as soon as he is free from his train duties, and will be embarked at the earliest opportunity A medical officer proceeding overseas who is not required for duty with a troop special *en route* to the

port will report to the embarkation [illegible] at the same time as the S M O All medical officers are available for duty during and after embarkation

139 Officers required to conduct drafts travelling by sea within Indian limits will be detailed by O C units concerned An armed or unarmed party of 50 or more British or Indian troops travelling by sea within Indian limits will be placed under the command of an officer In the case of smaller parties an O C unit will use his discretion in deciding whether an officer a warrant officer or a N C O will be detailed to command the party or not but subject to any special orders issued by superior authority to suit local conditions If a warrant officer or N C O is not included in an armed or unarmed party an O C unit will detail N C Os to accompany the party on the scale of 1 N C O to 50 men or part thereof

140 Embarkation authorities will detail subordinate staffs for freightships or transports engaged in India from among the passengers embarking as considered necessary

Medical Attendance in Freightships and Packet Steamers.

141 When Government third class passengers numbering 250 or more (two children under twelve years will reckon as one adult for purposes of provision of medical attendance) are embarked in a freightship a military medical officer will be placed in medical charge If a military medical officer is not embarking in the ship one will be specially detailed for the duty provided he can be made available If it is not possible to provide a military medical officer the ship s surgeon will be placed in charge by the P S T O

142 When Government third class adult passengers numbering from 25 to 249 are embarked in a freightship the ship s surgeon will invariably be placed in medical charge by the P S T O even though there may be a military medical officer embarking in the ship

143 When less than 25 Government third class adult passengers are embarked in a freightship no officer will be placed in medical charge, but medical attendance will be provided by the ship s surgeon

144 Medical attendance for invalids embarking in ships to which no military medical officer is appointed will be arranged by the P S T O

145 All persons entitled to first or second class accommodation embarked in health in ships other than transports or freightships will be required to pay direct to the ship s surgeon any fees claimed by him for professional services rendered during the voyage The fees charged by ship s surgeons will be on the scale authorised by the shipping company concerned The following are authorised charges on routes normally used by military passengers —

first class passengers . .	5s to 7s 6d a visit
second class passengers	2s 6d a visit

In most cases the surgeon s charge is limited to two visits a day, and in some cases no charge is made for medical attendance where sickness originates after the commencement of the voyage

146 Officers and members of Queen Alexandra s Imperial Military Nursing Service and Queen Alexandra s Military Nursing Service for India if treated for disabilities which are regarded as attributable to military service and warrant officers will be eligible for a refund of fees paid Applications for refund supported by the receipt of the ship s surgeon showing the disability for which treatment was provided should be submitted through the usual channels to the controller of military accounts concerned or to the Controller of Royal Air Force Accounts

147 In the case of individuals entitled to third class accommodation embarked in health in vessels other than transports or freight ships no charge will be made for medical attendance Such passengers will receive free medical attendance on board even when they are provided with superior accommodation on board at ordinary or reduced rates

148 In the case of individual military and air force passengers of all classes embarked as invalids in ships other than transports or freightships free medical attendance on board will be admissible to the same extent as for persons embarked in health and the above arrangements will apply with the following exceptions —

When arrangements for medical attendance on board are made on the recommendation of a medical board by the embarkation or sea transport authorities prior to embarkation no fees will be paid by the invalid direct to the ship s surgeon for professional services rendered by him during the voyage and he will be so informed in his embarkation orders but a claim for the cost of medical attendance will be made to the Controller of Military Accounts concerned (or to the Controller of Royal Air Force Accounts in the case of air force personnel) by the ship s surgeon through the shipping company In such a case the invalid if ineligible for free medical *attendance on board will be required subsequently to repay to* Government any expenditure incurred in connection therewith

Passports

149 Passports are not required by entitled passengers proceeding by the all sea route to Great Britain except in the case of all n s r vants (see paragraph 171 Passports are required by all passengers disembarking at foreign ports Destitute passengers are not required to be in possession of passports but they must be in possession of a copy of their movement orders

159 Rules regarding the provision of passages for soldiers unde sentence in Military and Air Force Prisons and Detention Barrack in India are contained in Rules for Military Prisons and Detentio Barracks in India

160 The rules regarding the admissibility of conveyance by sea t individuals are contained in Passage Regulations India Authoritie mentioned in para 158 are responsible that each application for pass age whether by transport freightship or packet steamer is authorise by regulations They will therefore countersign all passage applica tions

161 Applications for passages required during the trooping seaso will normally be submitted by the 15th July annually for all classe of passengers Where it is impossible to submit applications for firs or second class passages before the 15th January which falls in th trooping season during which passages are required full details c requirements will be telegraphed to the Q M G in India The usua application on I A F T—1727 or etc will be submitted withou delay

162 Applications for passages for departmental officers or warran officers proceeding on leave pending retirement if submitted after th 15th July will be accompanied by satisfactory explanations of th delay in submission In the absence of such explanation the allot ment of passages may be deferred until the following trooping season

163 Applications for second class passages submitted after th 15th November will not be considered unless the delay is explained satisfactorily

Liens on Passages

164 District etc commanders may sanction the retention of limited liens on passages as laid down in Passage Regulations India A report of each lien sanctioned will be submitted to the Q M G in India

An individual who has been granted a limited lien on a passage will apply for his passage well in advance of the date of expiry of the lien

Advance Passages

165 The regulations governing the grant of advance passages are contained in Passage Regulations India Applications for advance passages will be submitted as early as possible Applications receiv ed after the 15th July preceding the trooping season in which passages are required will be accepted only when satisfactory reasons for the delay in submission are produced

166 Every endeavour will be made to allot passages in accordance with the wishes of applicants but as the filling of transports is of primary importance applicants for advance passages must be pre pared to embark at any time they may be required to do so by the Q M G in India A certificate to this effect will be forwarded with

each application for an advance passage Advance passages once allotted will only be cancelled when it is necessary for the benefit of the public service or for urgent medical reasons If an advance pass age is refused on or after allotment for any reasons other than those noted above the application for passages will automatically be can celled

167 The attention of applicants for advance passages is drawn to Passage Regulations India which legislates for the recovery from the individual concerned of the cost of passage provided but not availed of

Passages for Servants, Nurses, etc

168 Only European servants can be embarked as Government passengers in transports or freightships for voyages from India to Great Britain or intermediate ports except Aden Indian tailors etc , are not permitted to proceed overseas with British units leaving the Indian Establishment Indian servants entitled to passages at Gov ernment expense may be embarked in transports or freightships for voyages from India to Aden or from India to beyond sea stations only

169 When a servant entitled to second class accommodation is allotted first class accommodation *at the request of the head of the family concerned* the difference in cost of first and second class passages less the difference in cost of first and second class messing will be paid by the head of the family concerned prior to embarka tion When a servant entitled to second class accommodation is com pulsorily allotted first class accommodation no charge will be re coverable

170 A nurse or governess if berthed first class either compul sorily or at the request of the head of the family concerned on pay ment will be required to take her meals with the child or children in her charge when this can be arranged and provided her employer raises no objection If this cannot be arranged she will mess in the second class saloon with adults She will have other than in mess ing all the privileges and amenities of the first class

171 When passage is required for a nurse governess or other European servant entitled to *second class* accommodation *the officer* or other person applying for the passage must complete the certificate on the reverse of I A F T 1727 When passage is required for an alien servant the employer will inform the embarkation authority concerned of the nationality of his servant immediately on receipt of passage allotment orders He will also ascertain well in advance of the date of embarkation from the Deputy Commissioner or Collec tor of the district in which he resides what passport formalities have to be observed in order that the alien servant can be permitted to land in Great Britain Os C units submitting passage applications for aliens will in all cases ensure that the aliens are in possession of passports

159. Rules regarding the provision of passages for soldiers under sentence in Military and Air Force Prisons and Detention Barracks in India are contained in Rules for Military Prisons and Detention Barracks in India

160. The rules regarding the admissibility of conveyance by sea to individuals are contained in Passage Regulations, India Authorities mentioned in para 158 are responsible that each application for passage whether by transport, freightship or packet steamer is authorised by regulations They will therefore countersign all passage applications

161. Applications for passages required during the trooping season will normally be submitted by the 15th July annually for all classes of passengers Where it is impossible to submit applications for first or second class passages before the 15th January, which falls in the *trooping* season during which passages are required, full details of requirements will be telegraphed to the Q M G in India The usual *application* on I A F T—1727 or etc, will be submitted without delay

162. Applications for passages for departmental officers or warrant officers proceeding on leave pending retirement, if submitted after the *15th July will* be accompanied by satisfactory explanations of the delay in submission In the absence of such explanation, the allotment of passages may be deferred until the following trooping season

163. Applications for second class passages submitted after the 15th November will not be considered unless the delay is explained satisfactorily

Liens on Passages

164. District, etc, commanders may sanction the retention of limited liens on passages, as laid down in Passage Regulations India A report of each lien sanctioned will be submitted to the Q M G in India

An individual who has been granted a limited lien on a passage will apply for his passage well in advance of the date of expiry of the lien

Advance Passages.

165. The regulations governing the grant of advance passages are contained in Passage [illegible] advance passages will be subm[illegible] receiv ed after the 15th July [illegible] passages are required will be a[illegible] for the delay in submission are produced

166 Every *endeavour* will be made to allot passages in accordance with the wishes of applicants but as the filling of transports is of primary importance, applicants for advance passages must be pre pared to *embark at any time* they may be required to do so by the Q M G in India A certificate to this effect will be forwarded with

Indulgence Passages.

178. Indulgence passages may be allotted to applicants who are ineligible for entitled passages, only when spare accommodation is available in transports. Indulgence passengers will not be embarked in freightships. Indulgence passengers are ineligible for conveyance to the port of embarkation. They are required to pay messing charges before embarkation.

179. Details of individuals eligible for indulgence passages and the order of priority for allotment, are contained in Appendix (K). The Q. M. G. in India has power to vary the order of priority in special cases. Registration for an indulgence passage conveys no title to passage and no claims for compensation arising from this, or from the cancellation of an allotted indulgence passage will be entertained. Indulgence passages cannot be provided for nurses to permit them to accompany officers' families travelling as indulgence passengers.

180. As the number of first class entitled passengers is now always more than sufficient to fill the transport accommodation available, indulgence passages for first class applicants are of rare occurrence. Even when a last minute vacancy does occur, the embarkation authority is bound to allot it to an entitled passenger if one is within call. When no entitled passenger is available, the vacancy will be offered by the embarkation authority strictly in accordance with the priority of registered applicants, subject to the ability of the applicant concerned to reach the port in time. Applicants for indulgence passages are therefore advised not to forego their chances of securing the less expensive private passages and not to incur the expense of waiting at a port for an indulgence passage which is unlikely to be available.

181. First class indulgence passengers are liable to be landed at intermediate ports if their berths are required for entitled passengers and they will be required by the embarkation authority to sign a statement that the conditions under which they embark are understood and accepted. The liability for disembarkation will fall in order of seniority but in exceptional circumstances the passenger whose berth is required may be permitted to retain it on payment at the time of the cost of the packet passage for the entitled passenger displaced, *plus* any hotel or rail expenses involved in the detention and onward journey of the displaced entitled passenger. The decision as to the course to be followed will be made by the S. S. T. O. at the intermediate port after consultation with the local military authorities. Packet passages arising in this connection will be engaged privately and not taken up on Government requisition.

182. All vacancies in second or third class cabin accommodation which cannot be filled by entitled passengers from India must be offered to and refused by all intermediate commands, *e.g.*, Aden, Egypt, Malta, before they can be offered to indulgence passengers from India. As such vacancies will not occur more than three days

before the date of sailing it will not be possible to ascertain from intermediate commands that the accommodation will not be required by them and consequently no accommodation can be allotted to second and third class indulgence passengers. No applications for second or third class indulgence passages will therefore be submitted to Army Headquarters.

This does not apply to the families not on the married quarters roll of soldiers (including ex-soldiers or reservists who married prior to leaving the Colours but not including those who married after leaving the Colours) when the soldiers, ex-soldiers or reservists are themselves entitled to conveyance to Great Britain when proceeding otherwise than on furlough. Applications for passages for such families will be submitted to Army Headquarters on I. A. F. T. 1720 H. The reason why the head of the family is proceeding will be stated in every case.

183 Applications received will be registered strictly in accordance with Appendix K. Applicants from Northern and Western Commands will be registered for passages from Karachi, those from Southern and Eastern Commands and Army and Royal Air Force Headquarters will be registered for passages from Bombay. This does not apply to applications for passages to the Far East, all of which will be registered for passages from Bombay.

184 Correspondence regarding indulgence passages will be submitted through the proper channels and reduced to the minimum. Complaints as to omission from or position on priority rolls will be referred to Army Headquarters through the command concerned. Telegrams in connection with indulgence passages will not be sent at Government expense.

185 Applications for indulgence passages will be submitted on I. A. F. T. 1720 H in duplicate. The attention of all concerned is invited to the instructions printed on the reverse of this form. Applications will be submitted to the Q. M. G. in India through the applicants commanding officer or the head of the formation to which the applicant belongs. Those of applicants not attached to any unit or department will be submitted through the O. C. station or brigade headquarters concerned. For indulgence passages from ports outside India applications should be submitted to the headquarters of the command in which the port is situated. Applications will be submitted so as to reach Army Headquarters by the 15th July annually. Applications submitted after this date will not be registered unless special reasons are furnished in explanation of the delay in submission. Late applications will be forwarded through command, district or independent brigade area headquarters concerned.

186. Applications from officers of Royal Engineers, Mountain Artillery or Royal Corps of Signals, etc., will be submitted with a certificate that the applicant is not entitled to passage concessions as *authorised in Passage Regulations, India.*

187. Priority rolls will be prepared by the Q M G in India and forwarded to embarkation authorities and commands Applicants are responsible for informing the Q M G in India of any change of address whether passage will be accepted at any time it may be available, and also if passage is no longer required, *e g*, when other arrangements for passage have been made

188 Indulgence passages from Great Britain are allotted by the India Office in consultation with the War Office Applications for indulgence passages from Great Britain for individuals residing there should be submitted to the India Office Individuals serving in India who desire indulgence passages from Great Britain for their families or relatives will submit their applications to the district or independent brigade area commander concerned for submission to the Q M G in India in the case of Indian service applicants and direct to the War Office in the case of British service applicants

189 Instances have occurred during past trooping seasons where persons granted first second or third class indulgence passages to India by the home authorities have after arrival in India become destitute and appealed to charitable institutions for financial assistance or for the grant of passages back to England All applications for indulgence passages from Great Britain to India received by the War Office or India Office with the exception of applications on behalf of relatives of officers serving in India or the intended wives of officers serving in India will be referred to the Q M G in India for verification of offers of employment or guarantees of maintenance submitted by the applicants The Q M G in India will consult the Ex Services Association India in the case of ex service applicants or in the case of other applicants firms or prospective employers or persons who have guaranteed maintenance Pending intimation of the result of investigations by the Q M G in India the passage applications will be held over by the home authorities Applicants are therefore being requested by the home authorities to arrange with their guarantors to forward guarantees direct to the Q M G in India Any cases which may be submitted to districts or independent brigade areas will be forwarded to the Q M G in India

Air Passages

190 The following rules will be observed in cases where entitled passages are granted by air

(a) I A F T 1727 will be *submitted superscribed* BY AIR

(b) A representative of the Embarkation Commandant Karachi will attend at the departure of the air mail and hand over an embarkation return to the senior individual travelling

(c) Passengers will hand over I A F M 1240 completed to the representative of the Embarkation Commandant Karachi

(d) Free scale of baggage will be that allowed in the rules of Imperial Airways

191 Officers travelling privately by air to and from India will report their arrival and departure to the embarkation authority as required by para [illegible] Reports, if in writing, will be despatched to the embarkation authority within 24 hours of arrival or departure

Applications for Passages within India Limits, and to Burma

192 Applications for parties of less than 21 British or 151 Indian troops will be submitted by the authorities referred to in para 158 (or commandants of schools of instruction in the case of personnel under their administration) direct to —

(a) the Sea Transport Officer Karachi in the case of Northern and Western Commands

(b) the Divisional Sea Transport Officer Bombay for the remainder of India

For passages to Burma applications will be submitted to —

(i) the Sea Transport Officer Calcutta or

(ii) the Sea Transport Officer Madras for individuals and parties stationed nearer to Madras than Calcutta

A copy of each application will be sent to the embarkation authority concerned

All passage requisitions issued in connection with moves between India and Burma must be endorsed [illegible] debitable to the Government of Burma See also para 2

193 Applications for ordinary coastal passages between Karachi and Bombay for parties up to 20 first or second class passengers and 150 third class (deck) passengers will be submitted by the authorities referred to in para 158 direct to the Sea Transport Officer Karachi with a copy to the Divisional Sea Transport Officer Bombay in the case of embarkations at Karachi and to the Divisional Sea Transport Officer Bombay with a copy to the Sea Transport Officer Karachi in the case of embarkations at Bombay Copies of applications will also be forwarded to the embarkation authority at the port of embarkation Parties of 10 or more B O Rs and all Indian personnel travelling as deck passengers can only be carried by the fast Gulf mails leaving Bombay and Karachi on Thursdays Passage applications should be submitted at least seven days before passages are required

194 Applications for passages for parties of more than 20 British or 150 Indian troops will be submitted by the authorities referred to in para 158 to the Q M G in India A copy of each application will be forwarded to the embarkation authority concerned

195 The following special instructions will apply to passages between India and Burma —

(a) Applications will not be marked as early as possible' but will show the exact date on which passages are required.

(b) Mail steamers leave Calcutta for Rangoon every Sunday, Tuesday and Friday As the hour of sailing is usually early morning, passengers will report to the embarkation authority on the day before sailing

(c) The Embarkation Commandant, Calcutta, will intimate in the case of arrivals from Burma the steamer by which the passengers should arrive

(d) Owing to lack of accommodation in Calcutta—

(i) families of B O Rs will not be despatched *via* Calcutta *en route* to or from Burma without the concurrence of the Embarkation Commandant, Calcutta,

(ii) parties of Indian troops numbering more than 50 will not be despatched *via* Calcutta *en route* to or from Burma without reference to the Q M G in India,

(iii) parties from India exceeding 50 will when possible be railed to Calcutta for direct embarkation

(e) Parties exceeding 100 must not be despatched to Fort St George Madras, without reference to Headquarters, Madras District

Assessment of Ages of Children.

196. The trooping season normally begins in the October of one year and ends in the April of the following year When submitting I A F T 1727 1727 A, 1727 B, 1724, 1713, and 1713 A, the ages of children will be shown in years and months as they will stand or stood on the 1st January which falls in the middle of the trooping season Periods of 15 days or less will be ignored, periods of 16 days or more will be counted as an additional month In cases where a child will attain such an age during the trooping season as will affect the scale of berthing, *vide* paras 197 and 198 the date of birth will also be shown

All entries of ages on all copies of A F B 127 whether preliminary or final, will be shown as for the date of embarkation, dates of birth being shown in addition in cases where the age is such as will affect the scale of berthing (See paras 197 and 198)

Scales of Berthing.

197 In transports, accommodation is admissible for families on the following scale —

adults and children over 6 years of age	1 berth
children between 1½ and 6 years of age .	½ berth
children of less than 1½ years of age	no berth.

Where there are two or more children under one and a half years of age belonging to one family one child will be accommodated in a hanging cot and the remainder will be given a half berth each Children of different families will not however be berthed together Sons ten years of age and over of third class families are accommodated in hammocks on the troopdeck and are not allotted berths

When calculating requirements of berths for I A F T 1713 each family must be shown as requiring a whole number of berths if actual total requirements include an odd half berth demand for an *additional half berth will be made*

198 In freightships and packet steamers accommodation is admissible for families on the following scale —

Adults and children of or over 3 years of age	1 berth
Children under 3 years of age	No berth

Where there are two or more children under three years of age belonging to one family one child will receive no berth but each other child will be given one berth

199 Third class families accommodated in second class cabins on medical or other public grounds will be entitled to receive only third class messing and to make use only of third class public rooms deck space and recreational facilities A husband normally entitled to troopdeck accommodation who is berthed second class with his family *will be entitled to troopdeck messing only He will not be permit*ted to use the second class public rooms deck space and recreational facilities

I A F T -1727, etc

200 I A F T 1727 is not required for personnel proceeding ex India as part of a complete unit I A F T 1727 1727 A or 1727 B as applicable will be submitted in duplicate to the Q M G in India by the authorities shown in para 158 for every applicant for first or second class passages including warrant officers selected for vocational training courses in Great Britain with details of family if any accompanying I A F T 1727 will be submitted for every applicant entitled to passage on the authority of Passage Regulations, India I A F T 1727 A will be submitted for departmental officers and quartermasters and their families eligible for leave passage concessions, I A F T 1727 B *will be submitted for departmental warrant officers and their families eligible for leave passage concessions*

201 Any reasons why passages cannot be accepted at any time during the trooping season will be shown in the remarks column Only medical reasons or reasons of a military nature in the interests of the Service will be accepted for postponement of passages Private or personal reasons cannot be considered as justifying the deferment of passages until the end of the trooping season Lien holders will therefore be warned that if they defer their date of embarkation until late in the trooping season and it is then found impossible to allot passages their liens will be forfeited

202 The date by which the passenger should reach his destination in accordance with his posting orders or the date of commencement of the course of instruction which he is to attend will be shown in item 14 of I A F T 1727 for all personnel ordered to Great Britain or a Colony to take up an appointment or to attend a course of instruction

203 When passage is required to a destination other than Great Britain the port of disembarkation must be shown clearly on I A F T 1727 1727 A or 1727 B as applicable

204 I A Fs T 1727 for officers proceeding to regimental depots will be endorsed at the top as follows —

Depot Relief—Date of vacancy at the Depot

Amount of leave if any proposed to be granted

If an officer proceeding to a regimental depot for a tour of duty is unable to accept the passage allotted a report of the circumstances will be made immediately to the Q M G in India copies being forwarded to the Military Secretary Army Headquarters and command headquarters concerned

205 I A Fs T 1727 will be submitted in duplicate for all officers who have been recommended for transfer to the home establishment or to proceed to Great Britain on duty during the trooping season These officers will then be registered for passages which will not however be allotted before receipt of sanction for them to proceed Sanctions when received by commands will be reported urgently to the Q M G in India Sanctions received after the 15th January of the trooping season in which passage is required will be telegraphed

206 Particulars as regards ages and sex of children will be included in I A F T 1727 An application for passages for a family which includes an adult daughter must be accompanied by a certificate to the effect that the adult daughter is unmarried Special attention is invited to the instructions on I A F T 1727 and in para 196 regarding ages of children

207 Applications for passages for personnel granted privilege leave pending discharge in Great Britain will be compiled so that the date on which passage is required is such that the leave granted to the soldier will expire at the same time as he is due for discharge Information as to the amount of leave granted will be included in item 14 of I A F T 1727

208 I A F T 1727 for a married Queen s Army Schoolmistress will show whether troopdeck or other accommodation is required for her husband

209 Any permanent change of station of an individual for whom I A F T 1727 1727 A or 1727 B has been submitted will be reported without delay to the Q M G in India

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210. Full postal addresses of second class families (and third class families for whom I A I T 1727 is prepared) will be included in item 13 of I A I T 1727 Where families expect to occupy public quarters in Great Britain the address to be given will be that to which the families wish to proceed in the event of public quarters not being available Special attention is directed to War Office letter No 118 General 110 (Q M G 1) dated the 11th April 1927, Appendix G

211 In all cases the para in Passage Regulations India under which passage is admissible and a brief statement of the reasons for proceeding will always be included in I A I T 1727 This information will also be included in applications made by telegram

212 In all references to I A Is T 1727 or other passage documents of first or second class passengers submitted to Army Headquarters the name of the passenger concerned will invariably be stated This is essential as applications for first and second class passages are filed in alphabetical order at Army Headquarters

213 Rules regarding passages for officers of the Royal Engineers, Royal Corps of Signals Mountain Artillery the Military Adviser and Assistant Military Advisers Indian State Artillery Royal Artillery officers serving with the Survey Section Royal Artillery (India) and Royal Artillery officers seconded for service with the Indian Regiment of Artillery including the Indian Artillery Training Battery at the Royal Artillery Training Centre are contained in Passage Regulations India *Applications for passages under these rules will be* accompanied by relevant particulars

I A F T -1713 and I A F T -1713-A

214 In accordance with War Office orders soldiers will be despatched to Great Britain in the order in which they are due for transfer to the Army Reserve or for discharge As far as possible they will be sent home only in sufficient time to admit of their being granted the furlough to which they are entitled prior to their transfer or discharge To ensure that this is complied with I A F T 1713 must be completed correctly showing the numbers of men due for despatch each month

215 Passage applications for soldiers granted privilege leave pending discharge in Great Britain will be compiled so that the date on which passage is required is such that the leave granted to the soldier will expire at the same time as he is due for discharge

216 Unit commanders are responsible for ensuring that the formation through which they work as regards trooping is given ample notice of the numbers of men requiring passages and the dates by which they must arrive in Great Britain for discharge transfer to the Army Reserve, or etc

217 If a unit is leaving India for Great Britain or any intermediate station its personnel due for discharge, etc will normally proceed with it except such men as have to reach Great Britain before the date on which the transport in which the unit leaves India will arrive in Great Britain Applications for earlier troopship accommodation will be submitted by the unit commander for such cases

218 The initial estimates of bulk requirements of troopdeck and family berths submitted on I A F T 1713 by district and independent brigade area commanders must be based particularly for family berths on reliable figures so that congestion at the end of the trooping season may be avoided and steps taken at the proper time to arrange passages for personnel in excess of transport accommodation Payment furlough details will be included in bulk requirements The necessity for extreme accuracy in compiling initial estimates and for including every possible passage requirement is impressed on unit commanders This is especially important in the case of summer furlough details For families not on the married quarters roll see para 182

219 A final estimate of requirements of troopdeck and family berths will be submitted so as to reach the Q M G in India by the 15th November annually This estimate will include all summer leave details Any considerable variation from the original estimate will be explained by the district or independent brigade area commander concerned as units should be able to furnish reliable estimates at the commencement of a trooping season Applications for troopdeck or third class passages submitted after the 15th November annually will not be considered except when special reasons for delay are forthcoming

220 The names and composition of motherless families will be reported to the Q M G in India when initial and final estimates of bulk requirements are submitted or immediately on the death of the mother

221 District and independent brigade area commanders will ensure that personnel for Malta Gibraltar etc are allotted to transports scheduled in the trooping programme to call at those ports

I A F T 1724

222 I A F T 1724 will be used for passage applications for all personnel requiring passages between ports in India limits and between India and Burma It will be submitted through the usual channels as laid down in paras 158 192 and 193 Three copies are required by the sea transport authority at the port of embarkation and one copy by the embarkation authority Only columns 1—21 of I A F T 1724 will be completed by the submitting authorities The remaining items will be completed by the sea transport and embarkation authorities Certificates where required should be attached in triplicate

223 When the number of individuals for whom passages are required is too great to allow the names and particulars to be shown on I A F T 1724 a separate roll signed by the administrative officer authorising the move will be attached to the form

224 When application is made for shipment of a motorcar a copy of the order authorising the maintenance of a car in lieu of a charger will be attached to I A F T 1724 The horse power and weight of the car and whether it is shipped crated or uncrated will be stated

225 When application is made for shipment of a charger, a certificate that the owner is entitled to free and forage allowance in the appointments from and to which he is proceeding will be attached to I A F T 1724

226 When application is made for passage for an individual proceeding to or returning from an examination or course of instruction a certificate as required by Passage Regulations India will be attached to I A F T 1724 The particular examination or course of instruction only will be mentioned Details of the school of instruction or station where the examination is held are not required

227. When passages between Karachi and Bombay are required for Indian ranks and non combatants enrolled granted furlough a certificate as below, will be attached to I A F T 1724

Certified that the man/men referred to who is/are proceeding on furlough as distinct from leave or casual leave has/have completed two years service (except as provided in R A I) and has/have had no furlough during the previous two calendar years

or

is/are serving at a station over 800 miles by the main route from his/their class recruiting centre and has/have had no furlough during the previous calendar year

When passage is authorised for Indian ranks granted leave on the recommendation of a medical board *vide* Passage Regulations, India, a copy of the station order authorising the passage will be attached to I A F T 1724

228 Applications for passages for personnel proceeding on consular service at Kerman etc will show the final destination The sea transport authority will then arrange passage to the most suitable port in communication with the Q M G in India

229 Applications for passages for personnel of the Military Accounts Department will be submitted by the Controller of Military Accounts concerned direct to the Sea Transport Officer Karachi in the case of Northern and Western Commands and to the Divisional Sea Transport Officer Bombay for the remainder of India A copy of the application will be forwarded to the embarkation authority

Allotment of Passages

230 All passages will be allotted under orders of the Q M G in India Bulk allotments of third class and troopdeck accommodation in transports will be made to the district or independent brigade area commanders concerned Bulk allotments for men detained at or in the pay of transit sections (excluding men on vocational training) will be made direct to the O C transit section concerned Where necessary Os C transit sections will apply to the Q M G in India direct for such allotments

231 To ensure that accommodation in transports and freight ships is fully utilised it is essential that passages are not relinquished after allotment When however through sickness or for service reasons passages cannot be accepted a report of the reasons for non acceptance will be made by telegram to the Q M G in India by the O C concerned

232 When individuals or families who have been allotted passages are in isolation or segregation as a result of having come in contact with infectious or contagious disease the O C unit concerned will inform the district or independent brigade area commander immediately The latter will report on the situation by telegram to the Q M G in India

233 Bulk allotments will as far as possible be made in accordance with requirements as shown in I A F T 1713 but the filling of transports takes precedence over all other rules and this may necessitate the despatch of a number of men before they should ordinarily sail Should the numbers detailed to proceed in advance seem unduly high details will be furnished urgently to the Q M G in India who will if possible readjust allotments

234 On receipt of bulk allotments district and independent brigade area commanders will make detailed allotments direct to the units and formations concerned Payment furlough men will be included in detailed allotments and will be shown distinctly and separately by name as payment A copy of the allotments made will be forwarded to the Q M G in India so that preliminary rail orders may be prepared prior to the receipt of I A F T 1713 A and to the embarkation authority All alterations will be reported as they occur

235 On receipt of their allotments to transports and freightships Os C units will detail men by name to proceed in each vessel The order of priority for allotment will be determined by the dates on which the men are required to arrive in Great Britain for discharge transfer to the Army Reserve etc A B O R undergoing a vocational training course in India will not be allotted passage in a vessel sailing before the date of completion of the course provided that passage must be allotted in the trooping season in which the man is due to proceed to Great Britain for discharge or transfer to the Army Reserve etc Os C units are responsible that this is strictly adhered to

223 When the number of individuals for whom passages are required is too great to allow the names and particulars to be shown on I A F T 1724 a separate roll signed by the administrative officer authorising the move will be attached to the form

224 When application is made for shipment of a motorcar a copy of the order authorising the maintenance of a car in lieu of a charger will be attached to I A F T 1724 The dimensions and weight of the car and whether to be shipped crated or uncrated will be stated

225 When application is made for shipment of a charger a certificate that the owner is entitled to syce and forage allowance in the appointments from and to which he is proceeding will be attached to I A F T 1724

226 When application is made for passage for an individual proceeding to or returning from an examination or course of instruction a certificate as required by *Passage Regulations India* will be attached to I A F T 1724 The particular examination or course of instruction only will be mentioned Details of the school of instruction or station where the examination is held are not required

227 When passages between Karachi and Bombay are required for Indian ranks and non combatants enrolled granted furlough, a certificate as below, will be attached to I A F T 1724

Certified that the man/men referred to who is/are proceeding on furlough as distinct from leave or casual leave has/have completed two years service (except as provided in R A I) and has/have had no furlough during the previous two calendar years

or

is/are serving at a station over 800 miles by the main route from his/their class recruiting centre and has/have had no furlough during the previous calendar year

When passage is authorised for Indian ranks granted leave on the recommendation of a medical board *vide* Passage Regulations India, a copy of the station order authorising the passage will be attached to I A F T 1724

228 Applications for passages for personnel proceeding on consular service at Kerman etc will show the final destination The sea transport authority will then arrange passage to the most suitable port in communication with the Q M G in India

229 Applications for passages for personnel of the Military Accounts Department will be submitted by the Controller of Military Accounts concerned direct to the Sea Transport Officer Karachi in the case of Northern and Western Commands and to the Divisional Sea Transport Officer Bombay for the remainder of India A copy of the application will be forwarded to the embarkation authority

Immediately after receipt of the verification telegram from the O C troops on board the embarkation authority will

(a) send one copy of A F B -127 to the controller of military accounts concerned, under cover of I A F Z -2014, except for overage sons of first or second class passengers allotted payment second class or troopdeck passages to enable them to accompany their fathers on retirement, or passengers granted destitute or indulgence passages,

(b) send a duplicate of this I A F Z 2014 to the M A G ,

(c) return one copy of A F B -127 to the O C unit, except for passengers granted destitute or indulgence passages

Report of Non-Embarkation

241. Should any officer, soldier, or member of a family fail to embark, the embarkation authority will inform the O C unit and the Q M G in India at once, stating reasons for non embarkation, and disposal *e g* name of hospital or transit section to which sent

Transit Sections at Ports.

242 The transit sections at Bombay and Karachi function as receiving units for all second and third class transient details and families proceeding or arriving from overseas (including those moving by sea between Bombay and Karachi) who for any reason cannot be disposed of by embarkation authorities immediately on arrival at ports

243 Families of these classes desirous of making their own arrangements for accommodation at ports while awaiting embarkation or onward despatch may do so on the distinct understanding that no extra expense can be admitted as a charge against the State They must, however, inform the O C transit section where they intend to reside during their stay in port, so that they may be communicated with in emergency

244. Owing to the limited number of family quarters available in the transit sections as much notice as possible will be given by telegram if necessary, by all concerned, in advance of the arrival of families at ports.

245. Consequent on the uncertainty of requirements of accommodation for transient families particularly at Bombay, where it is frequently necessary to accommodate women and children of such families at very short notice family accommodation allotted at ports for the accommodation of these details will on no account be utilised for the accommodation of other families without the previous approval of the Q M G in India which will be given only when it be shown that the quarters will definitely not be required for transient families

236 I A I T 1713 A showing the final detail of allotments made will be forwarded by district and independent brigade area commanders concerned to the Q M G in India so as to arrive one full calendar month before the date of embarkation Royal Artillery details will be shown by batteries NOT by brigades Payment for lough details and men for discharge by purchase will be included but shown separately and distinctly as payment The station of origin will be that from which the details will entrain to join troop special train Copies of I A I T 1713 A will be forwarded to the embarkation authority concerned All alterations will be telegraphed as they occur

237 Os C British infantry units will forward direct to the D M S in India a nominal roll of other ranks proceeding to Great Britain who are trained nursing orderlies The names of transports and dates of sailing will be given *Nil* returns are required Nominal rolls of all men suffering from venereal disease who are included *in allotments will be forwarded to the O C British military hospi*tal concerned by O C units concerned *vide* Regulations for the Medical Services of the Army in India

238 N C Os and men forming the pools at the transit sections Bombay and Karachi *vide* paragraph 216 or taken on the strength of these sections in the circumstances described in Appendix A paragraph 2 will NOT be included in unit bull allotments Separate allotments for these N C Os and men will be made by the Q M G in India direct to O C transit sections

239 Soldiers proceeding to Great Britain to attend vocational training courses (in that of attending such courses in India) will not be included in unit bull allotments Passages for these men will be allotted separately by the Q M G in India but O C units concerned will be responsible for submitting all documents for these men in accordance with Appendix B Each passage document of a soldier proceeding to attend a vocational training course in Great Britain will bear the vocational training serial number allotted by Army Headquarters preceded by the letters V T

A F B 127—Disposal of by Embarkation Authorities

240 A F B 127 will be forwarded to embarkation authorities as laid down in Appendix B The embarkation authorities will dispose of these forms as follows —

One copy to the O C troops on board in support of A F B 126 except in the case of soldiers proceeding overseas under their own arrangements by packet vessel

One copy for embarkation records except in the case of soldiers proceeding overseas under their own arrangements by packet vessel

Immediately after receipt of the verification telegram from the O C troops on board the embarkation authority will

(a) send one copy of A F B 127 to the controller of military accounts concerned under cover of I A F Z 2014 except for overage sons of first or second class passengers allotted payment second class or troop deck passages to enable them to accompany their fathers on retirement or passengers granted destitute or indulgence passages

(b) send a duplicate of this I A F Z 2014 to the M A G

(c) return one copy of A F B 127 to the O C unit except for passengers granted destitute or indulgence passages

Report of Non Embarkation

241 Should any officer soldier or member of a family fail to embark the embarkation authority will inform the O C unit and the Q M G in India at once stating reasons for non embarkation and disposal *e g* name of hospital or transit section to which sent

Transit Sections at Ports

242 The transit sections at Bombay and Karachi function as receiving units for all second and third class transient details and families proceeding or arriving from overseas (including those moving by sea between Bombay and Karachi) who for any reason cannot be disposed of by embarkation authorities immediately on arrival at ports

243 Families of these classes desirous of making their own arrangements for accommodation at ports while awaiting embarkation or onward despatch may do so on the distinct understanding that no extra expense can be admitted as a charge against the State They must however inform the O C transit section where they intend to reside during their stay in port so that they may be communicated with in emergency

244 Owing to the limited number of family quarters available in the transit sections as much notice as possible will be given by telegram if necessary by all concerned in advance of the arrival of families at ports

245 Consequent on the uncertainty of requirements of accommodation for transient families particularly at Bombay where it is frequently necessary to accommodate women and children of such families at very short notice family accommodation allotted at ports for the accommodation of these details will on no account be utilised for the accommodation of other families without the previous approval of the Q M G in India which will be given only when it be shown that the quarters will definitely not be required for transient families

Pools—Troopdeck Passengers

246 A small pool of troopdeck passengers will be maintained at each of the transit sections at Bombay and Karachi from which last minute vacancies will be filled N C O and men will be detailed in accordance with orders issued by the A G in India to join the pools and will be regarded as proceeding to port for embarkation in the same manner as other details despatched for direct embarkation Once they have joined the transit section they will be at the disposal of the Q M G in India and the embarkation authority concerned They will not be withdrawn by O C units without the prior approval of the Q M G in India

247. Each N C O and man when leaving his unit to join a transit section will be in possession of

(a) a complete and serviceable kit,

(b) a complete and serviceable set of equipment as authorised to be taken out of India *vide Equipment Regulations India Part I* This equipment will remain on ledger charge of the unit until the men are embarked when vouchers will be passed to the O C depot or unit to which the men are posted,

(c) two blankets and full complement of sheets Other articles are available for issue in transit sections

(d) a serviceable greatcoat Greatcoats will remain on ledger charge of the unit until the men are embarked when vouchers will be passed to the O C depot or unit to which the men are posted,

(e) one heavy kitbag and one sea kitbag

248 All service documents and last pay certificates of each N C O and man will be despatched to the O C transit section concerned as follows —

(a) Last Pay Certificate—immediately the individuals concerned leave their units

(b) Service Documents—all service documents including A B 108 completed with final assessment of conduct and character, not later than the 15th November for the pool formed on or about the 15th October and not later than 1st June for the pool formed on or about the 15th April

249 The issue to these N C Os and men of articles of equipment or public clothing etc which are required to be withdrawn prior to embarkation is unnecessary and will be avoided Any additional expense incurred as a result of contravention of these orders will be met by the O C unit concerned full particulars being reported by the O C transit section to the Q M G in India as cases occur

Medical Inspections for Embarkation.

250 All officers soldiers and families whether travelling independently or with a unit or draft and civilians will be inspected by a medical officer on the day of departure from their station, or on the previous day A certificate on I A F M 1240 must be produced in all cases at the port of embarkation and will be handed to the embarkation medical officer When more than three days have elapsed from the date of signature of I A F M 1240, it must be endorsed by a government medical officer within three days of embarkation If this cannot be done the individual will be re examined at the port before embarkation Failure to produce I A F M 1240 at the port may lead to loss of passage An officer s wife will not be embarked within three months before confinement a written statement on this point from the lady or her husband may be accepted by the medical officer Similarly a soldier s wife will not be embarked within three months before confinement In all such cases as well as those in which a soldier s family is prevented by sickness from embarking the soldier and his family will be detained until they are fit to proceed

251 In accordance with the Paris Sanitary Convention no person can embark unless previously passed by the embarkation medical officer who for purposes of embarkation in transports is gazetted as an assistant port health officer Certificates from other medical men civil or military cannot be accepted for this purpose After medical inspection passengers must embark at once otherwise the inspection is void First and second class passengers who embark on the day prior to sailing are allowed to disembark again the same day provided the O C troops has no objection and there are no medical restrictions On the day of sailing passengers once embarked are not permitted to leave the ship without the sanction of the O C troops who will first consult the embarkation authority

Embarkations

252 The embarkation authority will inform the sea transport authority or in his absence the master of the ship of the hour at which embarkation is expected to be completed in order that there may be no delay in leaving harbour

253 Every officer ordered to embark in a transport whether detailed for duty or not will report himself to the embarkation authority and the O C troops on board Officers detailed for duty before the ship sails will report in uniform Such officers include troop special train staff and draft conducting officers Other officers may report in plain clothes but will change into uniform before the ship sails Officers detailed for duty with troops embarking in a freightship will report to the embarkation authority in uniform Other officers embarking in freightships may report in plain clothes

254 During embarkation or disembarkation visitors may be permitted on the quayside or ship only at the discretion of the embarkation authority and with the concurrence of the sea transport authority or in his absence the master of the ship

255 The embarkation authority will obtain a certificate from each civilian passenger embarked that he will conform to the standing orders of the ship and to such other orders as the O C troops on board may issue and that he understands Government accepts no responsibility for injury to himself or his family or for loss of or damage to his or their property arising during the voyage

256 Offences committed by civilians during the voyage will be dealt with by the master of the ship

Messing Charges

257 Passage Regulations India contains full details of persons entitled to free messing when travelling by sea and the amounts payable by those not entitled to free messing Messing charges will be collected by embarkation authorities before embarkation, and will be payable in Indian currency Cheques or sterling currency will not be accepted

258 Messing charges for overage sons and others allotted payment passages will be recovered at the same time as the cost of passage

259 Passengers who are offered and elect the option of embarking in a transport on the day prior to sailing will pay messing charges for the day irrespective of whether or not they are entitled to free messing for the period of the voyage

260 All passengers detailed by Army Headquarters or the embarkation authority to embark on the day prior to sailing will be provided with free messing on board for that day after embarkation, provided they are otherwise eligible for free messing for the period of the voyage in accordance with Passage Regulations India Daily allowance will not be admissible for this day in addition to free messing

261 First class families disembarking at Marseilles will pay messing charges for the full sea voyage to Great Britain before embarkation

Forms Required on the Quayside

262 A F B 127 is required at the quayside as follows —

(a) not required for first class passengers or complete units,
(b) five copies for second class entitled passengers
(c) five copies for third class and troopdeck entitled passengers
(d) three copies for destitute passengers,

(e) three copies for third class and troopdeck indulgence passengers

(f) five copies for invalids second class third class and troop deck,

(g) three copies for overage sons of first and second class passengers allotted second class or troopdeck passages on payment to enable them to accompany their parents on retirement

If for any reason individuals or families shown on A F B 127 have at the last minute to be sent separately to the port of embarkation ahead of the other persons shown on the form they will be given one copy of A F B 127 and instructed to give it to the embarkation authority in support of their embarkation An additional form will not be required when the remainder of the party reports for embarkation

263 Six copies of A F B 141 are required at the quayside, for complete units only Names of first and second class passengers proceeding with complete units will be shown therein

264 I A F M 1240 is required at the quayside for—

(a) all first class passengers not embarking as part of a complete unit,

(b) all second class passengers not embarking as part of a complete unit

(c) all third class and troopdeck passengers not embarking as part of a complete unit consolidated I A F M 1240 may be prepared for drafts and details from the same unit with nominal rolls attached to the forms

(d) all invalids and families and attendants accompanying

(e) all indulgence and destitute passengers

(f) for a complete unit a consolidated return will be prepared

As the medical inspection of families is held separately from that of husbands separate I A F M 1240 will be issued for families and will be in their possession at the time of medical inspection If families proceed to port independently of their husbands they will take I A F M 1240 with them

265 Two copies of A F N 1511 are required for drafts details and invalids where necessary as laid down in Appendix B

266 Five copies of separate nominal rolls of third class and troopdeck passengers are required for complete units only Nominal rolls as laid down in paragraph 271 are required for drafts and details

267 Receipt and issue vouchers for ammunition and other ordnance stores as necessary are required for complete units only

268. Passage allotment orders issued by Army Headquarters if passage is by transport or freightship, or by the embarkation authority if passage is by packet steamer, or individual freightship booking, must be produced by all first class passengers not embarking as part of a complete unit. Passage allotment orders issued by Army Headquarters or the embarkation authority must be produced on embarkation by all indulgence and destitute passengers.

269. The health authorities at the port of embarkation decide whether vaccination certificates are necessary and their decision is notified in the Press and in India Army Orders. When I. A. F. M. 1200 is required, it will be signed by a commissioned officer of the R. A. M. C. or I. M. S.

Vaccination certificates are valid only if vaccination has been performed more than twelve days and less than three years before the date of embarkation.

Disposal of Ordnance Stores Carried to Ports.

270. Details leaving India will use mess tins on the journey to the port of embarkation.

271. On receipt of allotments of passages Os. C. units will prepare three copies of nominal rolls of individuals to embark in accordance with Appendix I. Foolscap paper will be used with double spacing between names. One copy will be forwarded to the ordnance officer at the port of embarkation at the same time as A. F. B. 127 preliminary is forwarded to the embarkation authority. (See Appendix B.) The remaining copies, amended up to date, will be included with the other documents of the draft and handed over to the draft conducting officer or senior rank of the party moving if the journey to the port is performed by other than troop special train. Separate rolls will be prepared for class A and class B invalids. Nominal rolls are not required in the case of complete units embarking; receipt and issue vouchers will be prepared instead. Receipts for blankets will be sent by the ordnance officer direct to units concerned.

272. Vouchers relating to ordnance stores which are to be handed in at the port of embarkation will be despatched so as to reach the ordnance officer at the port at least two days before the date of embarkation.

273. The ordnance officers for Bombay and Karachi are—

Ordnance Officer, Ordnance Depot, Fort, Bombay.	Ordnance Officer, Ordnance Depot, Drigh Road, Sind.

274 Attention of all Os C units is drawn to Clothing Regulations India which contain complete instructions for the disposal and adjustment of the Indian scale of clothing Os C units are responsible that only the articles authorised are taken to the port of embarkation

275 Instructions regarding the arms ammunition equipment and accoutrements to be taken by units leaving India are contained in Regulations for the Equipment of the Army (India) Part I

Baggage —General.

276 Labour for the handling of passengers baggage is provided by the embarkation authority The baggage master will exercise general supervision over the loading of baggage, under the orders of the embarkation authority The latter will arrange for sentries to warn troops to keep clear of hatchways and areas over which winches and cranes are working

277 When a large number of Indian troops is being embarked or disembarked two fatigue parties each working under an officer will be detailed as shore and baggage room parties to assist in loading or unloading and stowing the baggage

278 Baggage for intermediate ports will be stowed separately, that for the furthest port of call being loaded first

279 Sea kitbags which are stowed on the troopdecks and kits and equipment will be handled by the troops

280 The quantity of baggage authorised for conveyance by sea is calculated on its cubic measurement not its weight five cubic feet being reckoned as one cwt except for military second and third class passengers whose authorised allowance is converted at the rate of 7½ cubic feet to one cwt Shipping companies have however the right to charge for baggage by weight if this is more advantageous to them The scales of baggage authorised for all ranks and their families for journeys *ex* India are contained in Passage Regulations India As each command abroad is allotted in transports a definite amount of space for baggage which may not be exceeded baggage in excess of the authorised scale is liable to be excluded

281 Official baggage labels will be despatched by Army Headquarters to first and second class passengers allotted passages in transports or freightships at the sole disposal of Government with their passage allotment orders and to third class passengers on receipt of I A F T 1713 A Appropriate cabin hold or wanted on voyage labels and initial letter labels should be affixed to both ends of all articles of baggage Articles for which paper labels are unsuitable such as canvas covered packages should be marked in paint or marking ink conforming as closely as possible to the official labels both as to wording and position

282 Shipping companies labels will be issued by the embarkation authority to passengers allotted passages in packet steamers or in freightships not solely at the disposal of Government Official labels will not be issued for unit stores etc Labels for these should be obtained privately For labels for unmarried N C Os and men see paragraphs 303 and 304

283 The undermentioned articles will not be accepted for shipment in transports

Petrol and other spirit matches and other articles of an explosive combustible or highly inflammable nature

Hamper padlocked or corded cases or boxes and cleated chests

Any article exceeding 6 cwts in weight or 30 cubic feet in *measurement*

284 The following articles are not permitted to be shipped as entitled baggage and can only be accepted for shipment as indulgence baggage if accommodation is available

Baggage of any kind in excess of the authorised allowance

Motor cycles and side cars

Furniture including pianos and cabinet gramophones

Private saddlery

Treadle sewing machines

285 Packages labelled as wanted on voyage must not exceed 3 feet in length 2 feet in width and 2 feet in depth Cabin trunks must not exceed 3 feet in length 2 feet in width and 14 inches in depth Suitcases of other ranks should not exceed 27 inches in length 15 inches in width and 9 inches in depth (See paragraphs 297 and 298)

286 Passengers will be allowed trunks cases etc as follows —

Each passenger over 16 years of age

2 packages as wanted on voyage and

1 package in cabin

Each child between 6 and 16 years of age

1 package as wanted on voyage and

1 package in cabin

Each child between 1½ and 6 years of age (or two children between these ages in the same family)

1 package as wanted on voyage and

1 package in cabin

In addition to the above one small package not exceeding 40 lbs in weight will be allowed under each heading for an infant under 1½ years of age and each adult passenger may have in the cabin three small articles not exceeding a total of 20 lbs provided that the other occupants of the cabin are not inconvenienced thereby

287 First and second class passengers in transports will not bring deck chairs for use during the voyage as these are provided on board Third class family passengers may be permitted to take private deck chairs of the ordinary folding canvas type

288 Packages obviously not intended for use on the voyage will not be accepted as wanted on voyage baggage and labelling them as such will render them liable to be excluded from shipment

289 Bedding rolls and valises will be labelled wanted on voyage to ensure that they are available if required They will then be specially stowed i e first and second class in the blankets room and third class in the families box room They will not count against the number of packages allowed *vide* paragraph 286

290 Wheeled toys (i e fairy cycles scooters etc) perambulators push carts and play pens will not be taken into cabins for subsequent use on deck but will be packed securely and stowed in the ship s hold The use of these articles on deck is prohibited

291 No responsibility is accepted by Government for damage to or loss of personal baggage As baggage is carried at passengers risk unless insured passengers are advised to effect insurance the cost of which cannot however be borne by Government

292 Military passengers of all classes embarking in freightships and packet steamers who have baggage in excess of the authorised quantity must be prepared to pay for it direct to the agents of the shipping company at the time of loading

Baggage—First and Second Class Passengers

293 Transport for the conveyance of baggage of first class passengers from railway stations to the docks cannot be provided by embarkation authorities Passengers will make their own arrangements for transport and will not address embarkation authorities in the matter When Government transport is not provided passengers are entitled to claim road mileage allowance for the transfer of their baggage from the railway station to the docks Any additional expense is covered by daily allowance when admissible and must be met by the passenger himself

294 The heavy baggage of first and second class passengers by transport (other than those arriving by troop special train) should ordinarily be delivered on the quayside on the day before sailing (at Karachi by 12 00 hours) If however it is not excessive in quantity such baggage accompanying passengers by rail can usually be received for shipment up to 10 00 hours on the day of sailing Shipment of large quantities of baggage brought to the quayside on the day of sailing cannot be guaranteed

295 Heavy baggage of passengers by freightship and packet steamer must be delivered in accordance with instructions which will be issued by Army Headquarters or the embarkation authority in every case

296 Officers arriving by ordinary train service for embarkation in transports leaving Karachi should book their baggage to KARACHI CITY not to KARACHI CANTONMENT station

Baggage—Troopdeck Passengers.

297 N C Os not below the rank of Lance Sergeant will be allowed shipment of one suitcase as wanted on voyage baggage in addition to their other baggage These suitcases will be accessible during the voyage Civilian troopdeck passengers will be allowed a suitcase which will be stowed on the overhead racks on the troop deck in lieu of a sea kitbag

298 Except as provided in paragraph 297 suitcases will not be allowed on troopdecks nor made accessible to troopdeck passengers unaccompanied by families during the voyage They may be shipped as indulgence baggage if accommodation is available If brought to port they will be stacked as required by the embarkation authority and subsequently placed on board under his orders Os C units will warn N C Os and men below the rank of Lance Sergeant unaccompanied by families before they leave their stations that their suitcases will not be accessible during the voyage

299 As many other ranks avail themselves of the concession of conveyance for excess baggage by transport Os C units will bring to the notice of passengers the contents of the following paragraphs

300 Heavy kitbags exceeding the regulation size and boxes used instead of kitbags will be stowed in holds of transports Such excess baggage must therefore be packed securely Owners must instruct agents to unload and take over their heavy baggage at the port of disembarkation and arrange for its onward despatch to destination as it will be impossible for the baggage to accompany owners on the troop special trains from Southampton

301 Customs authorities will not pass locked packages without production of a customs declaration form and keys These must be handed over to the agent appointed to take delivery of the baggage No responsibility or expense can be incurred by Government in this connection

302 The baggage allowance for third class passengers on British railways is 56 lbs This allowance is often exceeded and a liability for payment of excess charges is incurred though seldom imposed when the owner travels with his baggage

303 Labels will be issued for suitcases of N C Os of and above the rank of Lance Sergeant *vide* paragraph 297 by Army Headquarters Os C units will submit indents for labels in the form shown in Appendix L direct to the Q M G in India as soon as possible after passages have been allotted

304 In order that excess baggage of troopdeck passengers may be stowed on board ship so that it can be unloaded and sorted quickly on arrival at the port of disembarkation each package will be labelled at each end

TROOPDECK

Unit
Number
Rank and Name
Port of Disembarkation
Destination

Os C units will make their own arrangements for these labels which will not be provided at Government expense

Kitbags

305 Each soldier proceeding for embarkation will be in possession of one universal kitbag and one sea kitbag The sea kitbag is the only baggage allowed on the troopdecks Only kit required during the voyage will be packed in the sea kitbag in which space must be left for the haversack and waterbottle to be inserted at the time of embarkation Greatcoats will be carried separately Serge uniform and warm underclothing will be packed in the sea kitbag for use when the vessel enters colder climates

306 All kit not required on the voyage but likely to be required immediately at destination will be packed in the universal kitbag which will not be used as a cover for a metal or other trunk or wooden box If oversize kitbags are brought to the port for shipment they will only be accepted for shipment after all universal kitbags have been loaded

307 The Army number of the owner and the initials of his regiment or corps will be marked in paint on the face of each heavy kitbag and the name of the port of disembarkation will be stencilled on the base The Army number and name of the owner and initials of his regiment or corps will be stencilled in marking ink on the face of each sea kitbag

308 Attention is invited to *Clothing Regulations India* regarding the provision and renewal of sea kitbags On arrival at ports all men not in possession of sea kitbags will be provided for issue of these by the representative of the I A O C on the quayside The cost will be paid in cash

Bedding—Troopdeck Passengers

309 In hired transports or freightships where hammocks and blankets are issued troopdeck passengers are provided with one bedding set per man consisting of one hammock two blankets and one leather tally These will be used during the voyage and will be

handed in on completion Blankets belonging to furlough men and others returning to India will be withdrawn at the port of embarkation and stowed in the blanket room and not in the hold They will not be reissued until arrival at the port of disembarkation

Unaccompanied Baggage

310 Applications for the shipment of unaccompanied baggage whether entitled or indulgence will be forwarded to the Embarkation Commandant Bombay in the case of applicants from Southern and Eastern Commands and Army Headquarters and to the Embarkation Commandant Karachi in the case of applicants from Northern and Western Commands Information as below will accompany all applications

(a) whether entitled or indulgence

(b) measurements weight and contents of each package approximate value and markings on packages

(c) name of agent to whom consigned at port of shipment

(d) name and address of person to whom consigned in country of destination

(e) name of agent to whom consigned at port of destination

311 If entitled baggage has to be despatched to a station not usually served by hired transports or if no transport is likely to proceed to the port of destination of the baggage within a reasonable time the embarkation authority will arrange to engage commercial freight

312 Indulgence baggage will only be shipped if accommodation is available As entitled baggage has a prior claim to shipment indulgence baggage is liable to be shut out at any time without notice, and no claims on this account can be considered

313 Indulgence baggage will invariably be despatched through agents who will be given all necessary information etc and keys for clearing the baggage through customs Owners are responsible for the despatch and conveyance to port of indulgence baggage and for its actual shipment They will instruct their agents to pay wharfage and customs charges on their behalf

314 No unaccompanied baggage can be shipped on the last voyage of the season in transports other than Dorsetshire and Somersetshire Shipment of cargo in the 300 tons cargo space in Dorsetshire and Somersetshire is limited to cargo in handy sized packages loaded at a terminal port for discharge at a terminal port In the case of final voyages homewards only 5 000 cubic feet subject to a total maximum deadweight of 83 tons of cargo or a combined total of 24 700 cubic feet of baggage and cargo subject to a total maximum deadweight of 280 tons may be shipped This is to ensure that the ship may be cleared of cargo and baggage at the terminal port on the day of arrival It is not desirable to lay down definite

limits to the size of each package, but generally, owing to the difficulty of handling, no package should exceed 80 cubic feet or weigh more than one ton

315 Embarkation authorities are responsible that freight form "T" is prepared and despatched as necessary

316. Applications for shipment of indulgence baggage will not be made by telegram at Government expense

Despatch of Stores Overseas.

No 5 of 1937

Substitute the following *for* para 318 —

All military units, departments and services in India who desire to ship military stores, other than arms, ammunition and explosives, overseas, will do so through the military officers detailed in Appendix M For shipment of arms, ammunition and explosives (and all other ordnance stores in the case of Bombay) application will, in the first instance, be made to the ordnance representative at the port of shipment, where there is one, or to the embarkation authority, except in the case of Madras where application will be made to the Agent for Government Consignments, Madras

direct touch with the ~~Central Headquarters representative of the P S T O~~

No 7 of 1937

Para 320

Insert the following Notes —

NOTE I—I A F Z 2090 is not required for shipments within Indian limits

NOTE II—In addition to the documents mentioned the railway receipt will be forwarded to the military officers detailed in Appendix M (with a covering memo) as soon as the stores are despatched

In the case of arms, ammunition and explosives to be shipped from Karachi, the documents will be sent to the Embarkation Commandant Kiamari (Sind), but the stores and the railway receipt will be sent to the Ordnance Officer Drigh Road, Sind, with a copy of I A F T 1725, for safe custody until freight has been arranged

port officer, or to the shipping company direct Original requisitions received from units etc will be retained by the embarkation authority for record

(b) I A F Z 2090—as directed on the reverse of the form

(c) I A F Z -2096 This will be endorsed with the name of *the vessel in which the stores are shipped* one copy will be retained by the embarkation authority, one copy will be returned to the consignor and one copy will be forwarded to the consignor s accounts officer for audit purposes In the case of ordnance stores, three additional copies (one receipt and two delivery) will be forwarded direct to the consignee

322. Units etc , will make every endeavour to avoid despatch of stores during the non trooping season

323 Accommodation in transports is only available for stores which are the property of Government. For limitation of size of packages of cargo for shipment in transports see paragraph 14. When space is available, however, regimental property may be shipped in transports as indulgence as laid down in paragraph 10 *et seq.* The despatch of unit property and stores to ports for shipment in hired transports with the baggage of drafts or individuals without previous notification to the embarkation authority is prohibited.

324 The foregoing instructions do not apply to shipments of effects of deceased persons nor to normal shipments of supplies and stores overseas by embarkation authorities under specific orders of the Q. M. G. in India or his representative.

Motor Cars and Bicycles

325 Motor cars will not be accepted for shipment in transports.

326 Privately owned bicycles will be accepted for shipment by transport either as part of the owner's personal baggage allowance or as indulgence baggage only when completely dismantled, spindles being left in hub wheels, and packed in a crate not exceeding 12 cubic feet overall measurement.

Wharfage Charges

327 No wharfage charges are levied at either Bombay or Karachi on the accompanied baggage of entitled passengers travelling by transports. Certificates of exemption from wharfage charges are not necessary for such baggage.

328 Entitled passengers travelling by freightship or packet steamer either under Government arrangements or privately consequent on their having been granted an allowance in lieu of passage under the provisions of Passage Regulation India, will obtain certificates of exemption from payment of wharfage charges in respect of their entitled baggage on application to the embarkation authority concerned.

329 At Bombay a charge of Re. 1 per package is levied on the accompanied baggage of indulgence passengers. At Karachi no charge is made for such baggage.

330 Wharfage charges are levied at both ports on all unaccompanied baggage. The charges are payable by Government in the case of—

(*a*) kits of officers shipped by transport as entitled baggage on the authority of Passage Regulations India,

(*b*) kits of deceased officers and others who die in military service shipped by transport as entitled baggage on the authority of Passage Regulations India.

In all other cases owners of baggage are responsible for payment of these charges and will instruct their agents accordingly.

331 Import and export wharfage charges are payable at both ports on motor cars motor cycles pianos or other large musical instruments chargers and horses and dogs unaccompanied by owners Charges for authorised chargers or motor cars in lieu are paid at both ports under arrangements made by the embarkation authority

Customs Regulations—Great Britain.

332 All articles of public regimental personal and household property brought to Great Britain by units and individual officers and other ranks and their families must be declared and produced to the customs authorities at the port of disembarkation although in the case of articles of Empire origin they may be admitted duty free or at a preferential rate of duty The Board of Customs and Excise have intimated that with the exception of those articles indicated in para 335 or prohibited or restricted articles articles which are imported into Great Britain on a *bona fide* transfer of residence by the owner and have been in the owner s possession and use abroad for an appreciable period are admitted free

The concession is conditional on the articles being duly declared and produced to the officer of customs and excise at the port of importation and satisfactory declaration of ownership being made Whilst the normal interpretation of appreciable period is twelve months officers of the customs and excise have discretionary powers to accept a shorter period in certain cases *e g* clothing

333 The following instructions are designed to facilitate clearance at the port of entry and should be carefully followed

(*a*) Public property will be cleared on the certificate of the O C that the articles are the property of the public Articles not in possession of the unit for 12 months and packages containing unused stocks of clothing and regimental necessaries will be shown in detail separately otherwise the declaration will state the number of packages the contents being shown under general headings *e g* rifles equipment tool materials etc Numbers or quantities are not required

(*b*) Regimental property—Articles which have been in use for at least 12 months will be declared in bulk as the property of the regimental institute concerned under general headings *e g* silver plate billiard tables furnishings etc

Articles which have been in possession and use for less than 12 months must be declared in detail Declarations will be made by the mess president or other officer in charge of the institute to which the articles belong

(*c*) Personal baggage—All articles whether personal effects or articles for household use must be declared and produced on landing and a declaration made by the owner or head of family

Personal effects covers bedding travelling rugs musical instrument pedal cycles saddles cameras binoculars sewing machines typewriters perambulators deck chairs portable tables camp beds uniform cases dressing cases etc

Articles for household use will include such items as silver and plated ware household linen glass and china cutlery cooking utensils pictures carpets and floor rugs etc

NOTE—In the case of both public and regimental property it will be necessary for an officer with knowledge of the origin etc, of the property to be present at the clearance

334 Personal effects and articles for household use which have been in possession and use for at least 12 months should be declared as such The number or quantity of articles imported which have been in possession for less than that period must be declared in detail The declaration in the case of cabin or other baggage accompanying the passenger to his destination after disembarkation will be a verbal one Personal baggage passed through the customs by agents etc must have the necessary declaration forms completed and signed by the passenger British goods formerly exported from Great Britain are entitled to admission free of duty on re importation if specially declared on a customs bill of store

335 The following articles must be declared in detail giving number or quantity whether they have been in possession of the importer for 12 months or not and irrespective of the country of origin

Wines spirits tobacco cigars cigarettes motor cars and motor cycles cinematograph film of the standard width of 1⅜ inch and all new articles *i e* articles not taken into use or wear

336 A Notice to passengers issued by H M Customs and Excise is reproduced in Appendix H

Customs Drawback—India

337 Personnel proceeding overseas desirous of obtaining a refund of customs duty on any article must write to the Assistant Collector of Customs Drawback Department Karachi/Bombay one month before sailing or immediately on receipt of their allotment orders stating the articles for which a refund is desired the name of the ship in which they will embark and the date of sailing Full information will then be furnished by the assistant collector of customs Refunds are only admissible for articles imported within the previous two years (in exceptional cases three years) which can be identified *e g* firearms Proof of payment of customs duty on importation should be produced

Export Certificates.

338 Officers taking with them out of India dutiable articles such as firearms carpets etc on which they do not wish to claim any refund of import customs duty are recommended to obtain export licenses if they expect that they will again be importing these articles into India within three years Export licenses are obtainable from the Assistant Collector of Customs Drawback Department Karachi/ Bombay

Shipment of animals

339 No dogs or domestic pets can be shipped in transports Owners desirous of sending pets home from India must therefore arrange for them otherwise Dogs can only be landed in Great Britain under license from the Ministry of Agriculture and Fisheries which must be produced before the dogs will be accepted for ship ment by private shipping companies

340 Conveyance of horses and ponies in transports will be autho rised only in cases of military necessity or very special circumstances Applications for shipment of horses or ponies will be refused unless they comply with these conditions Pecuniary considerations will not constitute special circumstances All applications must be sub mitted in ample time to allow of the approval of the Director of Sea Transport London being obtained by letter

341 Before embarkation all animals will be inspected as to fitness and freedom from infectious and contagious diseases Animals will as far as practicable be newly shod fore and hind before embarka tion but for long journeys hind shoes are usually removed

342 As troop horses may be required for service soon after land ing they should be embarked in good hard working condition The strictest attention will be paid to the state of their digestions but they may be fed and worked as usual up to the day of embarka tion when sloppy half and half mashes will be given Horses and mules should always be watered before going up the brows and given long hay immediately they are put in the pens Men should be specially detailed to feed them with long hay as soon as they are tied up All animals should be fed with corn in sufficient time before their embarkation to allow of watering before going on board If they are to be slung on board they should not be watered and fed for two hours previously

Importation of Animals

343 All military animals including registered chargers of officers for importation into India will be inspected prior to embarkation by a veterinary officer or veterinary assistant surgeon where no veteri nary officer is available and subjected to the mallein test A certificate to the effect that they have been so inspected tested and found free from all symptoms of disease will accompany the animals and be handed over if required to the Government veterinary officer at the port of disembarkation On disembarkation at ports within

Indian limits military animals will be inspected by a military veterinary officer or veterinary assistant surgeon and must be passed as clinically free from infectious disease before being despatched to destination

344 The embarkation authority is responsible for giving sufficient notice of arrival of animals to the veterinary authorities and for this purpose will communicate direct with the D A D V S of the district in whose veterinary administrative area the port may be The D A D V S will arrange for inspection of animals on disembarkation

345 On arrival at their stations animals will be segregated for mallein testing but the period of isolation will be extended to three months from the date of disembarkation in India.

346 Private horses other than registered chargers are liable to inspection etc in accordance with the rules prescribed by the local government Such horses may not be landed in Bombay Presidency except at Bombay The importation of military animals is subject to these rules unless the veterinary certificate accompanying the animals is signed by an officer of the R A V C

Conveyance in Great Britain

347 I A F T—1734 will be issued only to those persons detailed on the form The certificate on the front page of I A F T—1734 contains a clause to show how much baggage may be conveyed free in Great Britain The baggage accompanying an individual in Great Britain is restricted to the allowance carried free by railways If an individual is entitled on the authority of War Office Allowance Regulations to free conveyance in Great Britain of further baggage it will be despatched from the port of disembarkation by goods train on A F P—1904 This army form is issued at the port of disembarkation on the authority of the particulars contained in the certificate on I A F T—1734 It is therefore essential that officers issuing I A F T—1734 consult column 3 of the schedule on the reverse of the Form before completing the certificate concerning free conveyance of baggage in Great Britain

348 When I A F T—1734 is issued to other than first class passengers a note to this effect will be included in all copies of A F B—127 together with details of the scale of baggage allowed

349 Normally families granted advance passages from India are not entitled to conveyance to their selected place of residence in Great Britain Families of officers and soldiers granted advance passages *because the head of the family is posted to a non family station* and families of departmental warrant officers granted advance passages on the recommendation of a medical board are however entitled to conveyance to their selected place of residence in Great Britain

350 Attention of all ranks proceeding on leave or furlough to Great Britain is drawn to the pamphlet issued by the War Office regarding reduced fare concessions provided by the railway companies and certain steamship companies at home for journeys of army personnel on leave or furlough A supply of the necessary forms will be obtained from their units by such personnel prior to their departure for embarkation

351 For the convenience of military passengers travelling to or from Great Britain by sea in freightships or packet steamers the rail way companies of Great Britain have an arrangement under which their relatives or friends travelling from London or provincial stations to Glasgow, Greenock Birkenhead Liverpool Manchester Southamp ton Plymouth Avonmouth Docks and Cardiff (General) with or to meet them can purchase return tickets first class or third class at the ordinary single fare and one third (fractions of 3*d* to be reckoned as 3*d*) upon surrender at the booking office at the time of booking of a voucher provided by the shipping company concerned on application The tickets are available for return within five days including the day of issue and will not permit of a break of journey

352 The above concession is also admissible to the relatives and friends of personnel embarked in transports In this case the voucher to support the issue of railway tickets at reduced rates will be provided by the War Office Applications for vouchers (which are not transferable) by relatives or friends of military passengers should be addressed to the Under Secretary of State (Q M G 2) the War Office London S W 1 and should give the following particulars —

(*a*) full name and address of applicant

(*b*) rank name and unit etc of the military passenger concerned

(*c*) the name of the transport in which the military passenger is arriving or departing

(*d*) the stations to or from which they are proceeding

(*e*) class of accommodation in which they wish to travel

(*f*) the date of commencement of the journey

Disembarkation Returns

353 A disembarkation return on A F B—126 will be prepared and issued by the embarkation authority in accordance with the instructions on the form for movements of British and Indian troops within Indian limits

Infectious Disease among Troops Travelling by Sea

354 When an infectious disease notifiable in India (information as to which is in possession of masters of transports and freightships) occurs on a transport or freightship bound for a port in India it will

be reported as early as possible to the embarkation authority by wireless. The latter will then inform the Q M G in India the D M S in India the D D M S of the command and the A D M S of the district in which the port is situated and the Port Trust authority by telegram or express letter

355 When segregation at the port of disembarkation is considered necessary a nominal roll of contacts to be segregated will be prepared in duplicate during the voyage showing the last date of contact against each name. In the case of smallpox the rolls will show in respect of each person the last date of vaccination within five years whether it was successful and if not the last date on which a successful vaccination was obtained. If vaccination is refused the fact should be noted

356 Where segregation at the port of disembarkation is not considered essential the following steps will be taken

(*a*) Where contacts occur in units or other parties proceeding as formed bodies of troops the embarkation authority will notify (by telegram or express letter) the administrative medical officer of the area to which the party is proceeding that infectious disease has occurred in the ship on which they travelled stating the date of contact in each case and will forward a copy of the distribution order to enable contacts to be traced

(*b*) In the case of small parties or individuals proceeding independently each person will be given a slip stating he is a contact and instructing him to report on arrival at his destination to his unit medical officer. The date of last contact will be stated in each case

357 A report in duplicate of the outbreak of infectious disease will be given by the S M O of the ship to the embarkation authority who will forward one copy to the D M S in India together with the return of the sick on board and the report of the medical inspection held before disembarkation to guard against the introduction of disease

358 On arrival at a port of a ship containing cases of infectious disease the A D M S of the district or the S M O of the station will instruct the embarkation authority as to the disposal of military personnel reporting his action to the D D M S of the command. The embarkation authority will act on the recommendation of the medical authority, notwithstanding any general instructions for the disposal of troops which may be in force

Posting Orders

359 Posting orders for individual officers and others arriving in India are issued by Army Headquarters to the embarkation authority who is responsible for their communication to the individuals concerned

Warrants and Travelling Allowances on Disembarkation

360 The embarkation authority will issue railway warrants and travelling allowances in accordance with Passage Regulations India to individuals entitled to conveyance from the port of disembarkation to destination in India

Claims for Losses on Board Ship

361 Forms T—282 supporting vouchers and nominal rolls for losses of stores in transports or freightships debitable to troops will be forwarded by the embarkation authority to the controller of military accounts concerned who is responsible for making necessary adjustments

Reports by Embarkation Authorities

362 Embarkation authorities at Bombay and Karachi will submit to Army Headquarters not later than the 1st April annually a report of any difficulties in trooping experienced during the preceding trooping season and any suggestions for the improvement of the trooping service

Part III—Invaliding—British Personnel

Invaliding Boards

363 Three regular invaliding medical boards will be held not later than the 15th August 15th October and 15th December respectively In Burma they are held not later than 1st August 1st October and 1st December Emergency boards will be held as required but ordinarily all cases of invaliding should have been foreseen and documents submitted to Army Headquarters by the 10th February when final berthing arrangements for the remainder of the trooping season are normally made A copy of Movement Instructions will be placed before all medical boards on proposed invalids

Submission of Invaliding Documents

364 Invaliding documents will be forwarded through the usual channels so as to reach Army Headquarters not later than 14 days after the date on which the board is held Documents will be submitted earlier if possible

365 When any patient is invalided by a medical board held after the 1st February and recommended for passage by transport or freightship the finding will be reported by telegram to the D M S in India and the Q M G in India by the O C hospital Full details as indicated in paras 386 and 390 will be furnished Documents will be forwarded immediately through the usual channels so as to reach Army Headquarters within 10 days of the date on which the board is held

366 To avoid congestion at the end of the trooping season it is essential to bring as many proposed invalids as possible before medical boards in August and October Any attempt to take account of climatic conditions with regard to the type of case and season of the year in England has been found to be valueless the advantages being outweighed by the disadvantages It should be clearly understood that although a given case might preferably arrive in England in the spring the individual must give way to the general welfare Retention of the majority of cases until the December boards defeats its own object and causes congestion and hardship

Classification of Invalids

367 Invalids will be classified by medical boards as either—

A—requiring hospital accommodation

B—not requiring hospital accommodation

The following will always be classified as A —

(*a*) mental cases

(*b*) cases of pulmonary tuberculosis

(*c*) cases requiring special diet

(*d*) men with disabilities of arm or leg which prevent them from fetching their hammocks slinging them to the deck above, getting into and out of them and putting them away in the morning which duties are incumbent on class B cases

NOTE —Medical boards may be inclined to think that by classifying a patient as A they are doing a kindness this is by no means necessarily the case and may have the opposite effect Accommodation for A invalids is always limited, that for B invalids is as a rule ample therefore an excess of A invalids may mean that the invalids so classified may have to be detained in India because accommodation is not available although they might have travelled in comfort and without detriment to their condition as B invalids

368 The original classification is not necessarily final as the condition of a patient may alter materially after his board has been held in which case reclassification from A to B or *vice versa* will be made by the O C hospital concerned a report being sent by telegram immediately to the D M S in India and the Q M G in India If passage has been allotted the telegram will also be sent to the embarkation authority and to the O C British military hospital at the port

369 Medical boards will state in the board proceedings of class A invalids entitled to first or second class accommodation whether ordinary accommodation is suitable or whether hospital accommodation is essential They will also state whether or not separate accommodation is required

370 The words class A or class B will in all cases be entered in large red letters on the upper right hand corner of the front page of the board proceedings

Authority for Grant of Invaliding Passages

371 The rules in Passage Regulations India governing the grant of passages for invalids have been tabulated for easy reference in Appendix J

Passages in Packet Steamers

372 The provision of packet passages for invalids is governed by Passage Regulations India As it is difficult to obtain passages by packet steamers between February and April there is a possibility that late applicants may be detained until June Packet steamers are in many cases less suitable for carrying invalids than transports This applies especially to cases requiring attendance special treatment, etc and will be taken into consideration by medical boards before they recommend passages in packet steamers for invalids

373 There is great difficulty in arranging passages in packet steamers for mental and for infectious cases owing to the disinclination of shipping companies to accept such patients as passengers and the lack of suitable accommodation and attendants Whenever possible therefore these patients will travel by transport

374. At the same time as he submits an application for packet passage for an invalid the O C hospital will in every case mental infectious or otherwise forward to the embarkation authority an up to date copy of the patient s medical case sheet (A F I 1237) under cover of an express letter

375. Medical boards when recommending passage by packet steamers for invalids will state in the proceedings whether or not the services of the ship s surgeon are likely to be required during the voyage

376 Passage in a vessel of the P and O S N Co will only be allotted to a mental case if the following conditions are satisfied —

(*a*) the ship s surgeon is satisfied that the invalid is fit to travel,

(*b*) the invalid is accompanied by two attendants who will be responsible for him,

(*c*) the attendants will be under the direction of the ship s surgeon so far as the treatment of the invalid and their duties as attendants are concerned,

(*d*) the invalid and attendants will submit to any directions the ship s surgeon may issue with the concurrence of the master for the safety and comfort of other passengers and themselves

377 Details regarding admissibility of free medical attendance in packet steamers are contained in paras 141 to 148

Applications for Passages for Invalids

378 Immediately after the holding of a medical board, the O C hospital will forward I A F M 6 in triplicate to the A D M S for transmission to the D D M S of the command accompanied by two copies of the proceedings of the medical board for each case

379 I A F M 6 for a mental invalid will be prepared in red ink (all entries) and four copies will be forwarded

380 When an officer of the Royal Army Medical Corps Army Dental Corps, Indian Medical Service, a member of the Military Nursing Services or Indian Medical Department is invalided by a medical board an additional copy of the board proceedings will be forwarded for the D M S in India

381. When an officer of the Royal Army Medical Corps or Army Dental Corps or a member of Queen Alexandra s Imperial Military Nursing Service is invalided a copy of the board proceedings will be forwarded by the O C hospital direct to the D G , A M S, the War Office London, after the finding of the board has been approved

382. The D D M S of the command, will strike out from all copies of I A F M 6 the names of those not approved by him and will forward them to the D M S in India, together with one copy, or more as above of the board proceedings for those cases only which

he has approved for invaliding The second copy of the board proceedings will be returned by the D D M S to the A D M S for transmission to the O C hospital All copies of board proceedings of those cases which the D D M S does not approve for invaliding will be returned through the A D M S to the O C hospital

383 I A T M 6 for officers (including Indian service officers) warrant officers, and their families, entitled to free passages on the [illegible] medical board, other than under the provisions [illegible] A and AA Part II,—will

No 3 of 1937

Paragraph 384—

After "India" in line 4 *insert* —

"Application for certificate A will be made immediately it is known that passage is required, by the officer concerned or his O C unit, to the C M A and P, Lahore On receipt of this application the C M A and P will issue certificate A direct to the P S T. O, as early as possible, except in cases where insufficient credit is available, when he will forward it to the Q M G in India

the balance in excess of the [illegible] of certificate A as issued [illegible] paid if the invalid officer so desires and the Government of India approves to the shipping company under arrangements made by the Q M G in India and the audit officer concerned as an advance to the officer

386 Information as follows will therefore be forwarded with I A F M 6 or be included in the telegraphic demand for passage in case of urgency —

(*a*) line by which passage is to be arranged
(*b*) class and grade of accommodation
(*c*) for whom accommodation is required,
(*d*) whether single or return passage is required
(*e*) any request as to ship or berthing
(*f*) whether an advance stating amount is required when passage account is exhausted or insufficient credit remains in passage account Full reasons in support of the application for an advance will be submitted

387 In cases where passage accounts are exhausted or insufficient balance remains to pay for the passages arranged and the officer does not require or is not granted an advance to pay for passage as in para 385 passages will be arranged privately and not by the Q M G in India In such cases information regarding the ship and date of sailing will be communicated by the O C hospital to the D M S in India and the Q M G in India The former will accord sanction to the arrangements made and will ensure where necessary that the ship's surgeon is supplied by the embarkation authority with all necessary information regarding the case

374. At the same time as he submits an application for packet passage for an invalid the O C hospital will, in every case mental infectious or otherwise forward to the embarkation authority an up to date copy of the patient s medical case sheet (A F I 1237) under cover of an express letter

375. Medical boards when recommending passages by packet steamers for invalids will state in the proceedings whether or not the services of the ship s surgeon are likely to be required during the voyage

376 Passage in a vessel of the P and O S N Co will only be allotted to a mental case if the following conditions are satisfied —

(*a*) the ship s surgeon is satisfied that the invalid is fit to travel,

(*b*) the invalid is accompanied by two attendants who will be responsible for him,

(*c*) the attendants will be under the direction of the ship s surgeon so far as the treatment of the invalid and their duties as attendants are concerned,

(*d*) the invalid and attendants will submit to any direction the ship s surgeon may issue with the concurrence of the master for the safety and comfort of other passengers and themselves

377. Details regarding admissibility of free medical attendance in packet steamers are contained in paras 141 to 148

Applications for Passages for Invalids

378. Immediately after the holding of a medical board the O C hospital will forward I A F M 6 in triplicate to the A D M S for transmission to the D D M S of the command accompanied by two copies of the proceedings of the medical board for each case

379 I A F M 6 for a mental invalid will be prepared in red ink (all entries) and four copies will be forwarded

380 When an officer of the Royal Army Medical Corps Army Dental Corps, Indian Medical Service a member of the Military Nursing Services or Indian Medical Department is invalided by a medical board an additional copy of the board proceedings will be forwarded for the D M S in India

381. When an officer of the Royal Army Medical Corps or Army Dental Corps or a member of Queen Alexandra s Imperial Military Nursing Service is invalided a copy of the board proceedings will be forwarded by the O C hospital direct to the D G , A M S , the War Office London after the finding of the board has been approved

382 The D D M S of the command, will strike out from all copies of I A F M 6 the names of those not approved by him and will forward them to the D M S in India, together with one copy, or more as above of the board proceedings for those cases only which

Allotment of Passages for Invalids

391 Allotment of passages for invalids will be notified under the orders of the Q M G in India direct to the district or independent brigade area commander concerned The orders regarding time of arrival at the port of embarkation will be strictly adhered to

Disposal of Invaliding Documents

392 After passage has been allotted by the Q M G in India the medical board proceedings and connected documents and one copy of I A F M 6 will be sent by the D M S in India to the embarkation authority One copy of I A F M 6 will be returned by the D M S in India to the A D M S concerned for information and retention

393 Medical board proceedings (A F B 179 A F A 2 I A F M 1243) and connected papers will be disposed of as detailed in the following paras For disposal of documents of R A F personnel see para 396

394 When an invalid travels by transport the documents will be handed by the embarkation authority to the S M O on board who will in turn hand them to the embarkation authority at the port of disembarkation

395 If the invalid is to be admitted to hospital in Great Britain the embarkation authority at the port of disembarkation will re address the documents to the hospital to which the invalid is sent in other cases he will dispose of them as shown below (For invalids not proceeding to Great Britain see para 400)

(a) Officers of the British service [except those in (b) below] and their families and army schoolmistresses Members of Q A I M N S Families of British other ranks	To the War Office
(b) Officers of the British service holding staff appointments in India Officers of the Royal Engineers Officers of the Indian Army Departmental officers and warrant officers of Indian Army Departments and their families Members of Q A M N S I	To the India Office
(c) British other ranks	To the Officer in [illegible]

396 Medical board proceedings and connected documents of air force personnel will be sent to the O C hospital concerned if the invalid is to be admitted to hospital in Great Britain or to the R A F Embarkation Officer, Southampton for transmission to the Officer in Charge R A F Records Ruislip Uxbridge if he is not

397. Medical board proceedings and connected documents which are received by the embarkation authority after the invalids to whom they refer have sailed will be forwarded by post to the embarkation authority at Southampton for disposal as above

398 When an invalid officer is proceeding to Great Britain in a ship in which no military medical officer is being appointed in medical charge (see paras 141 *et seq*) his documents will be forwarded by the embarkation authority, by current mail to the embarkation authority at Southampton if the invalid is to disembark at that port or to the D D M S of the command in which the port of disembarkation is situated if he is disembarking elsewhere

399 When an invalid other than an officer is proceeding to Great Britain in a ship in which no military medical officer is being appointed in medical charge the embarkation authority will despatch his documents by current mail to the authority concerned *vide* para 395

400 If an invalid is proceeding to a dominion or colony the documents will be forwarded by the embarkation authority to the Minister of Defence of the dominion or colony concerned the patient will be furnished with a copy of the forwarding memo to enable him to inform any subsequent medical board as to their disposal

401 Should a medical board consider that an invalid other than a mental patient is likely to require treatment during the voyage such medical notes of the case as are considered necessary for the confidential information of the ship s surgeon during the voyage will be handed to him by the embarkation medical authority These notes will be prepared and posted by the O C hospital so as to reach the embarkation medical authority three clear days before the patient is due to embark

402 When a mental patient is being embarked in a ship in which no military medical officer is being appointed in medical charge (see paras 141 *et seq*) a duplicate copy of the medical documents (A F B 183 A F I 1237) and report (if any) by the specialist in mental diseases will be sent with the patient from his station of departure and handed to the ship s surgeon as confidential documents by the embarkation authority who will obtain a receipt from the ship s surgeon and instruct him to hand the papers to the officer who receives the patient at the port of disembarkation

403 When an invalid dies in India or elects to be discharged from the service in India the medical documents will after perusal by the D M S in India be disposed of by the A D M S district or

independent brigade area concerned, or by the embarkation authority if the documents have already been received by him in accordance with para 395

Medical Documents Other than Invaliding Documents

404 The following is a list of medical documents which will accompany an invalid other than a mental invalid for the information of the medical officers through whose hands he passes They will be handed over on I A F Z 2014 They are independent of the invaliding documents which are despatched by post to the embarkation authority by Army Headquarters —

A B 172 (Medical certificate) and

I A F M 1240 (Health certificate) and connected documents which may be—

A F B 178 (Medical history sheet)

A F I 1247 (Modified for India) (Venereal case card)

A F B 117 (Injury report)

A F I 1237 (Medical case sheet)

A F B 181 (Clinical chart)

For documents of mental patients see paras 426 *et seq*

405 These documents except I A F M 1240 will be enclosed in a sealed cover endorsed with the number rank name and unit of each individual concerned A complete list in triplicate of the individuals will be placed in the envelop showing its contents document by document against each man s name

406 The embarkation authority will transmit these documents for invalids travelling by packet steamer direct to the War Office India Office or Air Ministry as the case may be

Regimental Documents for Invalids

407 Before invalids leave their stations Os C units will prepare the documents required *vide* Appendix B and forward them together with all other regimental documents to the O C hospital as laid down in Appendix C

408 The O C hospital will place these documents with the medical documents and they will accompany the invalid to his destination unless he is proceeding by packet steamer when the embarkation authority will forward the documents by registered post to the War Office India Office or Air Ministry as necessary

Despatch of Invalids

409 Class A invalids will invariably be despatched as sick transfers from hospital Class B invalids will not be re admitted to hospital for purposes of transfer, but will be detained in hospital for one night prior to departure and will be despatched as transfers from barrack treatment

410 Invalids will be despatched to the port of embarkation in accordance with orders issued by the Q M G in India either to the hospital at the port or for direct embarkation Normally class A invalids are sent to await embarkation in the hospital at the port and Class B invalids are despatched for direct embarkation, but in special cases this procedure may be varied (See paras 417 *et seq*)

Notice of Despatch of Invalids to Ports

411 Before a class A invalid is despatched to the hospital at a port for admission pending embarkation a preliminary notice giving information as detailed below will be sent to the O C hospital by post so as to reach him three days before the arrival of the invalid or where time does not permit of this by telegram This notice will also be sent in each case to the embarkation authority and if accommodation is required for families accompanying second or third class invalids to the O C transit section at the port If a class A invalid is despatched for direct embarkation under the orders of the Q M G in India the preliminary notice will be sent to the embarkation authority

(*a*) rank and name
(*b*) disability
(*c*) stretcher or walking
(*d*) diet
(*e*) time and date of arrival
(*f*) name of railway station at which invalid will arrive
(*g*) if accompanied by attendant or not
(*h*) details of family if any accompanying
(*i*) quantity of baggage accompanying

412 Immediately after any invalids are despatched by other than troop special train information as below will be telegraphed to the embarkation authority and in the case of invalids transferred to the hospital at the port to the O C hospital —

(*a*) number of class A and class B invalids despatched station date and time of arrival
(*b*) whether stretcher or walking

e g, ' seven invalids arrive Bombay Central nought eight thirtyfive third aaa Class A four stretcher two walking two aaa Class B three aaa Maunds twentyseven Byre Brmilhosp Colaba

This telegram is not required for class B invalids who, although they leave their stations by ordinary train service join a troop special train *en route* to the port

Arrangements for Despatch of Invalids to Ports

413 Class A invalids including active cases of venereal disease will always be despatched by mail train Class A invalids will be provided with lying down accommodation by rail Os C hospitals are responsible that suitable accommodation is indented for and that arrangements are made for the proper and efficient supervision of all invalids *en route* for embarkation

414 Class B invalids will as far as possible be despatched by troop special trains

Reception and Accommodation of Class A Invalids at Ports of Embarkation

415 Invalids transferred to hospital at the port who arrive by train will be met by the hospital authorities If they arrive by sea they will be met by the embarkation medical authority

416 First and second class invalids unaccompanied by families, and third class invalids whether accompanied by families or not will be despatched under orders of the Q M G in India so as to arrive at the port three to five days before embarkation Invalids will be admitted to hospital families will be accommodated in the transit section pending embarkation

417 First and second class invalids who are accompanied by families will be despatched so as to arrive at the port on the day before embarkation Invalids will be admitted to hospital pending embarkation families accompanying will embark on the day of arrival at the port

418 Should a first class invalid desire to make private arrangements for accommodation at the port he will inform the O C hospital that accommodation in hospital will not be required In such a case the invalid must understand that he will not be met on arrival and that he will be personally responsible for all arrangements until the time when he reports for embarkation

419 The O C hospital from which the invalid proceeds will be the authority to decide whether he should be permitted to make his own arrangements for accommodation at the port pending embarkation The embarkation authority will be informed if this permission is granted in the telegram notifying the despatch of the invalid sent in accordance with para 412

420 Officers who will be accommodated in hospital at the port will wear uniform on arrival unless they are stretcher cases

421 Class A invalids for direct embarkation will be met by the embarkation medical authority

Reception and Accommodation of Class B Invalids at Ports of Embarkation

422 Class B invalids will be met on arrival at ports by embarkation authorities in the same way as fit details for embarkation

Mental Invalids

423 Mental invalids will be disposed of in accordance with Regulations for the Medical Services of the Army in India When possible mental invalids after being invalided by medical boards will be retained in their stations until receipt of passage allotment orders from the Q M G in India

424 If it is considered necessary to transfer a mental invalid to a mental hospital mild cases will be transferred to the British Military Hospital at Colaba and those requiring close and strict supervision to the Central Hospital for Mental Diseases Yeravda pending direct embarkation under orders of the Q M G in India Before transferring a patient to a mental hospital Os C hospitals will ascertain that accommodation is available Before a mental invalid is transferred to Colaba a reference will be made to the D D M S Southern Command

425 Mental invalids will not be despatched for direct embarkation from stations other than Colaba Poona (Yeravda) or Karachi except when considered essential by the O C hospital in which case the fact will be notified to the embarkation authority They will usually be transferred to Colaba or Karachi prior to embarkation under orders of the Q M G in India in accordance with paras 415 *et seq*

426 The following is a list of medical documents required to accompany a mental invalid —

(*a*) when transferred to a mental hospital pending direct embarkation —

A B 172 (Medical certificate)

I A F M 1240 (Health certificate)

I A F M 1246 etc (Reception order) if a patient is transferred to a civil mental hospital

I A F M 1244 or I A F M 1244 A (Lunacy certificates) two

A F B 183 (Detailed statement of a case of mental disability) in cases of officers and other ranks only

A F B 178 (Medical history sheet) in cases of other ranks only

and if available, any or all of the following —

A F I 1237 (Medical case sheet),
A F B 181 (Clinical chart)
A F B 117 (Injury report)

(*b*) when despatched for direct embarkation —

as for (*a*) above except reception order

These documents will be dealt with as laid down in paras 404 to 406

427 If a mental invalid is embarked in a ship in which no military medical officer is appointed in medical charge a duplicate copy of A F B 183 A F I 1237 and report if any by the specialist in mental diseases will also accompany the invalid for disposal in accordance with para 402 These will be prepared by the O C hospital from which the invalid is originally despatched

428 The undermentioned medical documents will be forwarded to the D M S in India as laid down in paras 378 *et seq* —

A F B 179 A F A 2 or I A F M 1243 (Medical board proceedings)

Report if any by the specialist in mental diseases

A F B 183 (Detailed statement of a case of mental disability) for officers and other ranks only

I A F M 6 (Nominal roll of invalids who passed the invaliding board) in quadruplicate

Other documents bearing on the case if any *e g* statements of witnesses etc

429 Before submitting passage applications etc for civilian mental cases a statement will be attached to the board proceedings showing what arrangements have been made for the reception of the invalids at the port of disembarkation and their subsequent disposal

430 When an officer is being invalided on account of mental disease additional copies of the medical documents (I A F M 1243 A F B 183 and I A F M 1244) will be prepared and forwarded to the district or independent brigade area commander for disposal after the findings of the board have been approved *vide* Regulations for the Medical Services of the Army in India

431 Regimental documents of mental invalids will be disposed of in the usual manner *vide* para 407

432 Medical documents of mental patients who are boarded during the non trooping season and transferred to a mental hospital to await embarkation as detailed in para 428 will be retained at the hospital at which the medical board is held and forwarded to the D M S in India in the usual manner at the commencement of the following trooping season

433 Regimental documents of mental cases who are boarded during the non trooping season and transferred to a mental hospital to await embarkation will be retained by the O C unit until passage is allotted by the Q M G in India They will then be completed and despatched by post direct to the embarkation authority notice that this has been done being forwarded to the O C hospital *vide* Appendices B and C

Cases of Tuberculosis of the Lung

434 Generally the despatch of cases of tuberculosis of the lung except by transport presents the greatest difficulty owing to the unwillingness of shipping companies to accept this class of invalid There is also difficulty in the provision of suitable accommodation

435 Documents of such cases as may occur during the non trooping season and which it is considered should be sent home without delay will however be forwarded to Army Headquarters in the usual manner when endeavours will be made to obtain packet passages

436 The undermentioned additional documents will be submitted with the medical board proceedings of all ranks invalided on account of tuberculosis of the lung

Documents	
A F I 1220 A I A F M 1228 (if any) Duplicate copy of A F I 1220	For King s Commissioned officers and lady nurses
A F B 179 A A F I 1220 A I A F M 1228 (if any) Duplicate copy of A F I 1220	For B O Rs

Cases of Venereal Disease

437 Regulations for the Medical Services of the Army in India will be carefully complied with when individuals are invalided with venereal disease The procedure detailed in the following paras is applicable to invalids with venereal disease proceeding with troops to all destinations ex India not only to Great Britain

438 For purposes of embarkation venereal patients are sub divided into two categories

I—active *i e* patients in hospital

II—non active *i e*

(*a*) men attending hospital

(*b*) men still on the syphilis register

(*c*) those under observation

439 To ensure the protection of other troops and the proper supervision and treatment of the invalids themselves men included in category I will be sent home as sick transfers

440 On receipt of information that any man coming under category I has been included in a unit bulk allotment for any transport the O C hospital will at once inform the D M S in India and the Q M G in India by telegram giving full particulars *i e* number rank name unit transport to which allotted date due for discharge or transfer to the Army Reserve and stating that hospital accommodation will be required for the invalid *en route* to and on board ship Army Headquarters will then make any necessary adjustment of hospital accommodation on board ship or passage allotment orders Active cases of *venereal disease on transfer to port for embarkation* will always be despatched by mail train *vide* para 413

441 Os C hospitals when despatching active cases of veneral disease to port for embarkation will ensure—

(*a*) that they are accompanied to the port by an attendant

(*b*) that adequate medical supervision and sufficient dressings are provided for the train journey

(*c*) that if owing to any circumstances a patient is unfit to travel the D M S in India the Q M G in India and the embarkation authority are informed immediately by telegram

442 Men included in category II will proceed to Great Britain with drafts and no special arrangements will be made for their segregation either *en route* to the port or on board ship

443 Nominal rolls in triplicate for all cases included in category I will be prepared by the O C hospital and disposed of as below —

(*a*) one copy will be forwarded to the embarkation authority so as to reach him seven clear days before the date of embarkation this copy is for information of the S M O on board

(*b*) one copy will be given to the attendant,

(*c*) one copy will be retained for hospital record

444 Medical and regimental documents of active venereal disease cases will be disposed of in the same way as those of other invalids *vide* paras 392 *et seq*

445 Nominal rolls in respect of men included in category II will be prepared and disposed of as in para 443 except that a copy of the nominal roll will be given to the draft conducting officer instead of to the attendant

446 A F I 1247 (Modified for India) will be despatched by post so as to reach the embarkation authority at the same time as the nominal roll Other medical documents will be sent to the unit (Os C units must call for them if necessary) before the man is despatched for embarkation

Families of Other Ranks Requiring Special Accommodation on Board

447. Should a medical board in exceptional circumstances consider it essential that a husband should accompany his wife in the same cabin a definite statement to this effect will be recorded in the board proceedings with reasons and the O C hospital will state in column 17 of I A F M 6 that the family should be berthed in second class cabins

Conveyance to Port of Indian Service Officers recommended for Passage by Transport.

448. When in exceptional cases, a medical board recommends that an officer of the Indian service entitled to leave passage concessions under Passage Regulations India, should travel by transport instead of by packet steamer, the invalid will be despatched as a sick transfer to the hospital at the port, irrespective of whether he is a class A or class B invalid

Reports of Casualties which affect Passage Allotment.

449 All casualties affecting passages applied for or allotted to invalids will be reported immediately by telegram to the D M S in India and the Q M G in India by the O C. hospital

Movements of Invalids.

450 After invaliding by a medical board the movement of invalids from one station to another is prohibited except as follows —

(a) invalids may be moved to a place of concentration under orders of the Q M G in India, prior to despatch to port for embarkation,

(b) invalids brought to a central station to appear before a medical board will return at once to their own stations from which they will eventually proceed for embarkation

(c) invalids fit to be moved who are boarded in the hills may be sent to the stations at which their units are located a statement to this effect being made in the last *column of I A F M -6,*

(d) invalids suffering from mental disease may be transferred to a mental hospital, if considered necessary, *vide* para 424,

(e) invalids may be moved when circumstances other than those detailed above render it unavoidable

On the occurrence of a move under (b) (c) (d) or (e) a report will be made by telegram to the Q M G in India, the D M S in India and the embarkation authority, full particulars being forwarded at once by letter to the same addresses

Baggage of Invalids

451 The rules in paras 276 *et seq* apply generally to baggage of all classes of passengers invalided

452 When a class A invalid is proceeding to a port of embarkation an inventory of kit and equipment in his possession will be prepared by the O C hospital at his station of departure and a receipt obtained from the senior attendant accompanying the invalid or from the invalid himself if there is no attendant A copy of the inventory will be handed to the attendant, or to the patient who will obtain a similar receipt from the embarkation authority if proceeding for direct embarkation or from the O C hospital if transferred to a hospital *en route* The O C hospital at the port will obtain a similar receipt from the embarkation authority A F B 253 (Modified for India) will be used for this purpose

453 On receipt of allotment orders for warrant officers and other ranks invalided the embarkation authority will forward to the O C hospital special invalid kit labels for attachment to all items of the invalids baggage The O C hospital will ensure that the labels are attached to all items of baggage before the invalids leave the hospital *en route* for the port

454 The O C hospital will instruct class B invalids proceeding to join a troop special train to retain possession of their kits until they report to the O C train Should this be impracticable kits will be loaded into the brake van of the train by which the invalids proceed On arrival at the station where they will join the troop special train the kits will be taken over from the railway authorities by the invalids themselves Invalids will then report to the O C train who will issue instructions that all kits except sea kit bags will be loaded into the same baggage wagon

APPENDIX A

Accounts—British Troops

1 The following rules will be observed in regard to the preparation of documents and payment and issue of last pay certificates of drafts and details of British troops proceeding to Great Britain or a colonial station on transfer to a unit serving there or for discharge or transfer to the Army Reserve or on furlough These rules apply to soldiers of the I U L as far as embarkation documents are concerned but not as regards pay documents

2 Normally units will be allotted a number of passages for a definite transport and the probable date of embarkation will be communicated to them A small number of men will however be ordered to the transit sections at Bombay and Karachi without orders being issued for them to sail by any particular transport (see para 246) Any men detained in hospital *en route* for embarkation will, on discharge be ordered to join the transit section at Bombay or Karachi B O Rs transferred to the British military hospital at Bombay for medical boards prior to invaliding will not however be considered as being detained in hospital *en route* for embarkation under this para but will remain on the strength of their units and all accounts and documents will be dealt with by the O C unit to which the men belong

3 All personnel referred to above will be taken on the strength of the transit section to which they may be ordered and will be allotted to transports to fill last moment vacancies by the embarkation authority Bulk allotments for these men when necessary will be made by the Q M G in India direct to Os C transit sections *vide* para 230

4 In such cases last pay certificates will be issued by the O C unit to the O C transit section who will take the men on to his pay All documents with the exception of A F B 127 and I A F M 1240 which will be prepared by the O C transit section will be forwarded immediately notification of such detention is received

5 Os C British military hospitals at Colaba and Karachi will inform Os C transit sections of the dates of admission to and discharge from the hospitals under their command of all details disembarked from transports for admission to hospital or admitted to hospital after arrival at port for embarkation

NOTE —The expressions O C ' and unit used herein include the O C a transit section and transit section' respectively in the case of men taken into the payment of such sections

6 The O C will pay the soldier the amount due to him up to end for the date preceding embarkation but where the soldier s account is Rs 30 or more in credit, the whole or any portion of such credit may be remitted by means of I A F A 602 if the soldier so desires

7 Pay for the standard voyage period (22 days for drafts and details proceeding to Great Britain) will be shown as credit balance in the last pay certificate and remitted on I A F A 602 For other standard voyage period see Appendix X

8 A F N 1511 —The soldiers accounts will then be made up to and for the date preceding embarkation and A F N 1511 (in duplicate) will be completed to show the man s debit balance only if any Credit balance will not be shown in A F N 1511 and the certificate of payment will state only the date up to which actual payment has been made in India This date will be the last preceding that of the embarkation of the men The certificate will be amended to read as follows —

> Certified that the nett rates of pay entered in column 2 are correct that the soldiers have been paid in India up to and including the day of 19 and that pay for the voyage period has been credited in the pay accounts and remitted *home on* I A F A 602

Separate A F N 1511 marked in red ink VOCATIONAL TRAINING will be prepared for soldiers who have been selected for a course of vocational training *ex* India Should there be two or more soldiers proceeding from the same company etc their names and pay roll particulars may be shown on the same A F N 1511

9 I A F A 443 and I A F A 444 will be prepared after taking into account all sums remitted home by means of I A F A 602 all sums paid to the soldier and all sums earned by him up to and including the date preceding embarkation and will be forwarded on the same day as A F N 1511 is despatched to the embarkation authority either direct or *via* the draft conducting officer to the controller of military accounts concerned for countersignature and transmission to the regimental or colonial paymaster

A separate L P C will be prepared in respect of each soldier proceeding to Great Britain for vocational training

10 In cases in which the date of embarkation of a soldier is altered the following procedure will be observed —

(*a*) If the alteration takes place before the soldier leaves his unit documents already issued will be cancelled and the cancellation intimated to the officers to whom the documents were issued Fresh documents will be prepared when the soldier eventually leaves his unit

(*b*) If the soldier has left his unit but has not sailed the O C hospital or other unit *en route* in which the soldier is detained will at once report the fact to the soldier s unit and the embarkation authority The O C unit will inform the controller of military accounts concerned with a view to holding back the man s documents—

I A F A-443, I A F A-444, etc —pending information regarding his progress The embarkation authority will delete his name from the A F B 127 and A F N 1511* received by him in which it appears and note against the name the reason for deletion He will also forward any necessary correction to Troopers London by cable The O C the soldier's unit and the O C transit section will be informed of the date on which the soldier resumes his journey to the port, and a last pay certificate will be issued to the O C transit section into whose payment the man is taken *vide* para 2 above On this being done the original documents should be cancelled as prescribed in (a) above

This procedure will also apply in the case of men detained in an emergency rest camp *en route* to a port of embarkation, last pay certificates being issued to the O C transit section

Detailed orders are contained in Appendix B

11. The Government of India have authorised the issue of voyage pay in advance to British soldiers other than furlough details proceeding *ex* India when no officer available for duty is travelling in the ship and consequently no arrangements can be made to pay them weekly on board

* Note —If sent direct to the embarkation authority If with a draft conducting officer, he will make necessary amendments

APPENDIX B

Instructions regarding preparation of A F B -127

Instructions for Os C units (and Os C transit sections for personnel taken into their payment) regarding forms to be prepared by them for warrant officers and soldiers proceeding overseas

Instructions regarding the assembly of documents for despatch are contained in *Appendix C*

Preparation of A F B 127

1 A F B 127 is available in two sizes large and small The small size is suitable for small parties or single individuals The large size will be used only when the small size is not suitable Both *sizes are available as required therefore manuscript or obsolete copies will not be submitted*

2 The form is not required for first class passengers

3 A F B 127 submitted to embarkation authorities must be legible

4 Amendments to A F B 127 Preliminary (see Table below) will be made by memorandum unless amendments are numerous when a revised form will be submitted Amendments will not be notified through unit orders

5 Amendments to A F B 127 Final (see Table below) will be made only by substitution of a revised form except where it is desired *to amend a typing error*

6 A F B 127 will be submitted unaccompanied by forwarding memoranda unit orders requests for acknowledgment etc Embarkation authorities will not acknowledge receipt of A F B 127

7 *I U L* ranks remanded to units for discharge will be shown on A F B 127 prepared by the units to which they are remanded

8 When minors are unaccompanied by a parent the name of the person on board ship in whose charge they will be placed for the period of the voyage and also the name and address of the parent or guardian in Great Britain to whom the minor is being sent and whether or not the minor is being met at the port of disembarkation *will be stated in all copies of A F B 127*

9 *All* entries on A F B 127 will be allotted serial numbers which will be entered in column 1 of the form A new *series will be* commenced for each heading for each transport or freightship *e g* H T Somersetshire *ex Bombay 14/11/1937—*

Heading A	1 to 20
Heading B	1 to 6
Heading C	1 to 4
Heading D	1 to 8

and etc, Headings as laid down in King's Regulations, will be checked carefully

10 Separate forms will always be used for personnel of different units or corps, and for second and third class, including troopdeck, passengers of the same unit Separate forms will always be used for class A invalids and individuals accompanying them Subject to this, all passengers of the same class and unit, even though proceeding home under different headings, will be shown on the same form, a line being drawn after the entries under each heading, allowing room for future additions

11. A F B -127 for soldiers suffering from venereal disease who are despatched to Great Britain as invalids will show in column 9 the heading under which they would have been despatched had they not been invalided, in addition to heading D

12. Addresses in Great Britain must always be included and will be typed or written in capital letters to ensure legibility This information is required by the home authorities in connection with rail arrangements on disembarkation

13. Serial numbers allotted to vocational training details by Army Headquarters will invariably be shown against such details in column 10

14. When an individual is issued with I A F T -1734 a remark to this effect, showing the scale of baggage authorised, will be inserted against his name, in column 10 of each copy of A F B 127

15. Soldiers proceeding for vocational training or for tours of duty at regimental depots will be shown as heading J

16 Column A on the reverse of A F B -127 will always be completed and signed by the O C unit before despatch to the embarkation authority

17 Information will be furnished in the remarks column of A F B 127 of class A invalids, as to whether they are mental or tuberculosis cases

18 Information regarding the number of copies of A F B 127 to be prepared, and instructions for their disposal are contained in the following Table

1 Category	2 Document	3 No of Copies	4 Disposal	5 Remarks
(i) Warrant officers, N C Os and men other than furlough details invalids mental cases, convicts, military prisoners and soldiers undergoing sentences of detention	1 A F B 127 Preliminary	2	One copy to unit accountant One copy to embarkation authority concerned	Will be prepared and despatched to the embarkation authority concerned as soon as the allotment of passage is received Copies will be marked pre liminary' and forwarded by ordinary post
	2 A F B 127	5	To be handed to the officer in charge of the draft or in the case of drafts or details reporting at the port of embarkation, to the embarkation staff officer concerned	Will be prepared immediately prior to despatch of draft If for any reason individuals or families shown on any particular form have at the last moment to be despatched separately to the port ahead of the other persons shown on the same form they will be given one of the 5 copies of A F B 127 already prepared with instructions to hand it to the embarkation staff officer at the port in support of their embarkation No extra form will be required next day
	3 A F N 1511	2	To be handed to the officer in charge of the draft, or in the case of drafts or details reporting at the port of embarkation, to the embarkation staff officer concerned	A F N 1511 will be prepared by the officer commanding and unit accountant in accordance with the instructions given on the form

	4 I A F A 443 or I A F A 444 (Last Pay Certificate)	1	Forwarded to the district controller of military accounts for countersignature and transmission to the home pay master on the same date as A F N 1511 is despatched	The debit balance (if any) must agree with the balance shown on A F N 1511
	5 I A F A 602 (Remittance from India)	2	Forwarded to the district controller of military accounts with the last pay certificate	This form is only required when the last pay certificate shows a credit balance
	6 I A F T 1734	1	Only required in the case of the individuals specified on the reverse of the form See also paras 347 and 348	
	7 I A F M 1240	1	To be handed to the individual if travelling alone or to the draft conducting officer if with a draft. On arrival at the port, will be handed to the embarkation medical officer	Will be prepared not more than three days before embarkation Separate forms are required for individuals travelling alone Composite forms may be prepared for men drafted from the same unit
(ii) All furlough details including warrant officers.	1 I A F B 127 Preliminary	2	One copy to the unit accountant On copy to the embarkation authority concerned	As for (i) 1 above
	2 I A F B 127	3	Will be handed to the officer in charge of the draft or in the case of drafts or individuals reporting at the port, to the embarkation staff officer concerned	As for (i) 2 above
	3 I A F A 441 (Last Pay Certificate)	1	Will be despatched at the same time as the soldier leaves his unit, to the district controller of military accounts for countersignature and transmission to the India Office	Will be prepared by the unit accountant and signed by the O C unit Any advance of pay that has been made under Pay and Allowance Regulations for the Army in India, Part II, must be shown on the last pay certificate The soldier's attention will be drawn to the fact that he is entitled to draw this advance All furlough details will be informed that pay while on leave in Great Britain is issuable by the India Office in arrears, on the first day of each month for the previous month

1 Category	2 Document	3 No of Copies	4 Disposal	5 Remarks
	4 I A F L 1173	1	Will be given to furlough details	Os C units and local heads of departments will sign I A F L 1174 as the embarkation authority vide paras 5 and 6 of the form
	5 I A F L 1174	3	Original to be retained for record purposes in India second copy to be handed to furlough detail and third copy to be submitted to the India Office	
	6 I A F M 1240	1	As for (i) 7 above	As for (i) 7 above
) Invalids class A and active V D cases including warrant officers	1 A F B 127 Preliminary	2	As for (i) 1 above	As for (i) 1 above
	2 A F B 127	6	One copy to the O C hospital concerned Five copies by post to the embarkation authority	Will be prepared and despatched immediately the date of embarkation is known
	3 I A F A 33	1	Will be sent to the O C hospital from which the man is invalided with a Government cheque or R T R for the amount payable to date preceding embarkation For disposal see Appendices C and F	I A F A 33 will be returned to the issuing unit immediately payment is made
	4 I A F A 443	1 }	As for (i) 4 and 5 above	
	5 I A F A 602	2 }		Will be prepared after taking into account the amount remitted to the O C hospital with I A F A 33 If this amount is undisbursed or partly disbursed amended I A F A 443 and 602 will be issued immediately information to this effect is received from the O C hospital
	6 A F N 1511	2	Will be sent by the unit to the embarkation authority	
	7 I A F M 1240	1	As for (i) 7 above	As for (i) 7 above

(iv) *Invalids class B, including warrant officers*	1 A F B 127 *Preliminary*	2	As for (i) 1 above	As for (i) 1 above
	2 A F B 127	6	All copies to the O C hospital concerned who will pass five copies to the officer in charge of the draft if the invalid is travelling with a draft or will send them to the embarkation authority if he is not	Will be prepared and despatched immediately the date of embarkation is known
	3 I A F A 33	1	As for (iii) 3 above	As for (iii) 3 above
	4 I A F A 443	1	As for (i) 4 and 5 above	As for (iii) 4 and 5 above
	5 I A F A 602	2		
	6 A F N 1511	2	Will be handed over to the draft conducting officer if the invalid is travelling with a draft or sent to the embarkation authority if he is not	
	7 I A F M 1210	1	As for (i) 7 above	As for (i) 7 above
(v) Mental cases	1 A F B 127 Preliminary	2	As for (i) 1 above	As for (i) 1 above
	2 A F B 127	6	One copy to the O C hospital or asylum concerned Five copies by registered post to the embarkation authority	Will be prepared and despatched immediately the date of embarkation is known An entry that the person is a mental case will be included in the remarks column
	3 I A F A 433	1	Will be forwarded to the district controller of military accounts for disposal as soon as the date fixed for embarkation is known	Will be prepared after taking into account the amount remitted to the O C hospital or asylum with I A F A 33. If this amount is undisbursed or partly disbursed amended I A F A 443 A F O 1625 and I A F A 701 will be issued immediately information to this effect is received from the O C hospital or asylum
	4 A F O 1625 (Non effective Account)	2		
	5 I A F A 701 (Casualty Return)	2		
	6 A F N 1511	2	Will be sent by the unit to the embarkation authority	
	7 I A F M 1210	1	As for (i) 7 above	As for (i) 7 above

1 Category	2 Document	3 No of Copies	4 Disposal	5 Remarks
(ii) Convicts military prisoners and soldiers undergoing sentences of detention	1 A I B 127 Preliminary	2	As for (i) 1 above	When sentence is being served in the military prison or in a detention barrack these forms will be prepared and submitted by the superintendent concerned who will insert in the remarks column— (a) whether the soldier under sentence is a convict, military prisoner, or undergoing a sentence of detention, (b) the date on which the soldier's sentence will expire provided he earns full remission from date of transfer from the military prison or detention barrack in India When sentence is being served in a barrack detention room these forms will be prepared and submitted by the O C unit who will add the information required regarding the date on which the soldier's sentence will expire
	2 A F B 127	5	Will be handed over to the N C O in charge of escort	
	3 A F O 1625 (Non effective Account)	2	Will be forwarded by the unit to the district controller of military accounts for disposal as soon as the date of embarkation is known	Non effective account is not necessary in cases in which the sentence expires before embarkation or during the voyage In such cases only last pay certificate should be issued
	4 I A F A 701 (Casualty Return)	2		
	5 I A F M 1210	1	As for (i) 7 above	As for (i) 7 above

(iii) Soldiers proceeding overseas at their own expense	1 A F B 127	3	One copy to the unit accountant Two copies to the embarkation authority	As for (i) 7 above
	2 I A F M 1240	1	As for (i) 7 above	
(iiii) Overage sons of first or second class passengers provided with payment troop deck or second class passages	1 A F B 127	3	Will be forwarded to the embarkation authority	
Nominal roll of personnel proceeding showing the number of blankets to be handed in at the port by each individual		3	One copy to the ordnance officer at the port Two copies to the draft conducting officer or in the case of individuals proceeding independently to the individuals concerned in the case of invalids to the hospital from which they are despatched	To be prepared in manuscript at the same time as the preliminary A F B 127 (See para 271)
Required for all personnel (except first class passengers and furlough details) but including warrant officers				

See Appendix F

APPENDIX C.

Instructions regarding despatch of documents by units and British Military Hospitals, and Conveyance of Documents to the Port of Embarkation.

1 Documents of troops other than invalids, mental cases or convicts are divided into —

(a) preliminary returns,

(b) journey documents—documents required for use on the journey to the port of embarkation,

(c) voyage documents—documents required on board ship,

(d) other Regimental documents—documents for transfer to destination and not required throughout the voyage

2 Preliminary returns will be forwarded by ordinary post

3 Journey documents are—

(a) A F B -127 in quintuplicate,

(b) A F N -1511 in duplicate

(c) I A F M -1240,

(d) nominal rolls *re* ordnance stores (see para 271 and Appendices B and F)

4. These documents are to be placed together in one envelope marked 'journey documents' with the contents endorsed on the outside

5. A Fs N -1511 will be arranged separately from A Fs B -127, but in the same order as the names appear in the A Fs B -127, to facilitate check by the draft conducting officer

6. A Fs N 1511 are not required for soldiers proceeding on furlough, category F, soldiers of the I U L , or soldiers proceeding overseas having received their discharge in India,

7. A Fs N -1511 for class A and class B invalids proceeding direct to port will be sent to the embarkation authority concerned A Fs N 1511 for class B invalids travelling to port with drafts will be handed to the officer conducting the draft to which the invalid is attached

8 Voyage documents are—

(a) A F B 120—regimental conduct sheet,

(b) A F B -121—company conduct sheet,

(c) A F B -178—medical history sheet,

(d) A F I 5033—dental chart

9. These documents will be placed in an envelope marked "voyage documents—not to be opened until after embarkation" with the contents endorsed on the outside None of these documents are required for soldiers proceeding on furlough, category F.

10. Units will pack all other regimental documents, including A F B 278, together with one copy of A F B 198 prepared ready for receipt, not required on the voyage, in sealed packages addressed to destination and clearly endorsed with the contents and with the numbers, ranks, names and unit of the personnel concerned These packages need not normally be opened at all until after disembarkation

11 Documents will not be packed in boxes as this leads to delay in disposal of men due for discharge, etc , on arrival in Great Britain

12. I A F Z -2014 will be used for forwarding and receipt voucher for all "voyage and "other regimental documents ' Sufficient copies of I A F Z 2014 will be prepared by the unit or hospital despatching the individual or draft to enable one receipted copy to be retained by each officer who has to hand over the documents Thus —

1st copy, original goes all the way with the documents,
2nd copy is signed and given back to the unit or hospital by the individual ' A to whom the documents are delivered in the first place,
3rd copy, is signed by draft conducting officer B ' who takes over the documents at the draft collecting centre, or *en route* to the port, and given to "A",
4th copy, is signed by the draft conducting officer or senior medical officer, or his representative) taking over at the port and given to 'B An additional copy will be signed by the senior medical officer in the case of invalids and given to the embarkation medical officer for record at the port

13. Therefore when a draft conducting officer goes right through from unit to Great Britain only two copies of I A F Z 2014 are required for fit details and three copies for invalids Where individuals or small parties are to join a draft at a draft collecting centre, or in a train three copies are required for fit personnel and four copies for invalids Where the original draft conducting officer has to hand over to another draft conducting officer *en route* to or at a port, one extra copy is required

14. Entries in I A F Z 2014 will be made on the following lines —

One sealed packet—Medical history sheets of 55 men and conduct sheets of 56 men, as enumerated on envelopes The medical history sheet of No 4312857 Pte I J Johnson will be posted direct to Great Britain

Three sealed packets—regimental documents of 56 men proceeding to Great Britain—all particulars on envelopes

15 A F B 127 A F N 1511 and I A F M 1240 will not be included on I A F Z 2014

16 All documents of men proceeding to Bombay or Karachi to join transit sections to await embarkation for Great Britain will be despatched simultaneously with the men to the O C transit section concerned

17 On receipt of definite allotment of passages for invalid units will prepare and dispose of preliminary A F B 127 in accordance with Appendix B

18 All other documents required *vide* Appendix B will be prepared and will be despatched together with existing regimental documents in the first place to the O C British military hospital concerned sorted and enclosed in the manner indicated above

19 The O C British military hospital will—

(*a*) check A F B 127 against the personnel actually for despatch

(*b*) disburse any monies received complete I A F A 33 and return it to the unit concerned In no circumstances will cheques for money due to invalids be sent to the embarkation authority for payment nor will money other than that authorised for payment on I A F A 33 be disbursed by the hospital

(*c*) retain one copy of A F B 127 for his own use

(*d*) pass to the draft conducting officer—

(i) five copies of A F B 127

(ii) sealed envelope containing conduct sheets particulars of the men concerned to be shown on the envelope with the number of sheets against each man s name

(iii) one copy of I A F M 1240 for each man and medical documents mentioned in para 404

(iv) sealed packet containing all other regimental documents

20 Items (ii) (iii) and (iv) above will be shown on I A F Z 2014 as for fit men but as the envelope containing item (iii) has to be opened and the contents checked by the first medical officer taking over a complete list in triplicate of the men concerned will be placed inside the envelope showing the contents of the envelope document by document against each man s name

21 Documents of mental cases will be dealt with on similar lines to those of other invalids but see Appendix B item (v) of the Table

22 For disposal of documents of convicts see Appendix B item (vi) of the Table

23 When documents are transferred draft conducting officers will open the envelope containing A F N 1511, check the forms against A F B 127 including those for invalids and sign for both Medical officers will also open the envelope containing medical documents check and sign for them The remaining sealed envelopes and packages will be signed for as sealed packages only as they will not be opened before embarkation

APPENDIX D.

Instructions for Officers Commanding Drafts or Details

1 The following instructions apply to officers who are placed in charge of drafts or details for the whole or part of a journey from a station in India to a port of embarkation or station outside India and all such officers will be held responsible that these instructions are complied with

2 An officer commanding a draft or details leaving a station in India for a port of embarkation or who takes over a draft or details *en route* to or at Bombay or Karachi will ensure that he receives the documents enumerated in Appendix C for the personnel of his draft

3 Instructions regarding the payment of troops on board ship and the final disposal of A F N 1511 etc are issued direct to Os C troops on board

4 Should a soldier on arrival at a port be forbidden for medical or other reasons to embark the draft conducting officer concerned will collect the kit and documents of the detained man and hand them over to the embarkation authority

APPENDIX E

Instructions Regarding Invalids and Mental Cases

1 For classification of invalids see para 367

2 Immediately intimation is received by Os C hospitals that passages have been allotted for invalids they will send a notification to Os C units concerned stating—

(a) whether the invalid is class A or class B (if the invalid is a mental patient this should be stated e g class A mental)

(b) the date of sailing

(c) the name of the transport or other ship

(d) the date by which the invalid's A F B 127 pay documents etc and I A F A 33 accompanied by a cheque or R T R for the amount payable to the date preceding sailing should reach the hospital from which the invalid is proceeding

3 No other documents will be sent in the envelope which contains I A Fs A 33 and cheques or R T Rs

4 Should the O C hospital consider that an invalid should not receive a cash payment before proceeding for embarkation or should the invalid himself desire to remit home the whole or any portion of his credit balance provided that such balance is not less than rupees thirty the O C hospital will inform the O C unit accordingly in order that any credit balance may be remitted to the home paymaster

5 When regulating the pay and allowances of class B invalids unit accountants must clearly understand that they are to be treated as ordinary home going details

6 Payments made in hospital will be entered in I A F A 33 by the officer who makes the payment When the final payment is made the form will immediately be returned to the O C unit If any amount remains undisbursed in I A F A 33 the fact will be clearly indicated No payments other than those authorised in I A F A 33 will be made by Os C hospitals

7 Original and duplicate copies of A F N 1511 will be handed to the medical or other officer conducting the invalids concerned to the port of embarkation and his receipt obtained When an invalid proceeds direct to port his A F N 1511 will be sent to the embarkation authority concerned

8 If an invalid having been despatched to the port of embarkation is detained at another hospital *en route* the O C the latter hospital will take action as indicated in Appendix A para 10 (b)

9. When passages are allotted for mental cases a copy of the intimation sent to the hospital for mental diseases concerned will also be sent by the Q. M. G. in India, by telegram if necessary, to the O. C. the soldier's unit, in order that an intimation may be sent to the command paymaster for ultimate settlement of the soldier's accounts. A. F. N.-1511 will be sent to the embarkation authority concerned and not to the O. C. hospital.

10. Non-effective accounts will be issued for mental cases in addition to last pay certificates.

11. In the case of mental invalids passing through the British military hospital, Colaba, Bombay, the procedure will be as indicated in paras. 2 and 3 above. Any cash considered necessary by the O. C. hospital, to meet expenses on the journey to the port of embarkation. will be entered on A. F. B.-253 and accounted for by the officer or N. C. O. in charge of the invalid's effects on the journey.

APPENDIX F.

Form for nominal Rolls required *vide* paragraph 271 and Appendix B, last Item of Table

To

The Ordnance Officer,
Ordnance Depot Fort Bombay/Drigh Road (Sind)

Certified that the undermentioned are in possession of and have been warned to hand in their blankets at the port of embarkation in accordance with Clothing Regulations India

Sailing per H T / S S, *ex* Bombay / *ex* Karachi on

Army Number	Rank and Name	Number of Blankets	Remarks

No — Signature—

Date — Commanding

NOTE 1 —Only those to be shown who are being transferred from the Indian Establishment excluding Queen's Army Schoolmistresses and families

Separate rolls to be prepared for class A and class B invalids

NOTE 2 —One copy to be sent to the ordnance officer at the address given above at the same time as A F B 127 preliminary is forwarded to the embarkation authority

Two copies amended to date to be handed to the draft conducting officer senior warrant officer non commissioned officer or detail of the unit for handing to the ordnance officer on the quayside

APPENDIX G.

Accommodation of Families in Great Britain

War Office letter No 119/General/410 (Q M G 1) dated the 11th April 1927 is reproduced below for the information and guidance of all concerned

I am directed by the Army Council to refer to War Office letter No 120/General 9609 (Q M G 1) dated the 1st October 1925 on the subject of warning married quarters roll personnel returning home and to say that owing to the shortage both of married quarters and of lodgings at many stations they should make precautionary arrangements for sending their families to their relations in order to avoid difficulties and discomfort at the port of disembarkation

I am to say that cases have occurred subsequent to that letter, of families landing in this country not only confident of obtaining quarters but in some cases with the actual assurance from the overseas command that quarters would be available In these circumstances the Council consider it advisable to repeat their request that publicity should be given in command orders to the following considerations and to suggest that it would be advisable especially before each trooping season to repeat the warning and to ensure that it reaches all ranks

(i) N C Os and men returning to Great Britain for discharge or transfer to the Reserve should realise that the housing shortage is still so acute that lodgings are not easy to obtain They are therefore advised to make timely arrangements for their accommodation on landing

(ii) N C Os and men returning on posting to the Home Establishment to attend courses of instruction or for any other reason involving continuance in the service in this country must be warned that it is by no means certain that quarters will be available and since lodgings are difficult to obtain it is most advisable that alternative arrangements should be made in good time for the accommodation of their family either with relations or at any other selected place of residence

(iii) No soldier serving overseas is entitled to public quarters in Great Britain for his family Soldiers whose families are returning unaccompanied should therefore be warned to make early arrangements for the accommodation of their families at their selected places of residence

2 If in any individual case it is considered very desirable that public accommodation should be provided for the family on arrival at home an application giving the reasons for which such special treatment is recommended should be submitted to the War Office as soon as the requirement can be foreseen Every effort will then be made to find suitable quarters but no guarantee can be given that they will be forthcoming

Notification of any such requirement for an unaccompanied family must reach the War Office at least a fortnight (if possible longer) before the arrival of the family in Great Britain

APPENDIX H

(Referred to in Paragraph 338)

Customs Regulations—Great Britain—H. M Customs and Excise—Notice to Passengers.

All goods acquired abroad or during the voyage, however small the quantity may be and whether carried on the person or otherwise and whether or not they have been worn or used, must be declared, and produced on demand to the Customs Officer who examines the baggage In any case of doubt whether an article should be declared the Customs Officer should be consulted

In practice passengers may be allowed to retain small quantities of dutiable goods without payment of the duty, provided that the goods are duly declared and produced to the Customs Officer This concession is liable at any time or in any circumstances to be withheld or modified, and it does not apply to dutiable goods in registered baggage examined elsewhere than at the port of landing, or in unaccompanied baggage

The importation of certain goods is prohibited or restricted, and no prohibited article, however small the quantity, will be permitted to be imported

The penalties for smuggling and for evading prohibitions of importation are severe An attempt to bribe a Customs Officer renders the offender liable to a penalty of £200

The Custom Officer may require all packages of baggage to be opened for his inspection, and the responsibility for opening unpacking and repacking the packages rests with the passenger or his agent

Through baggage —Passengers *en route* to destinations outside Great Britain or Northern Ireland may on application deposit the duty on dutiable articles retained in their possession for consumption outside Great Britain or Northern Ireland In that case the duty is recoverable at the appropriate port or place of departure on production of the articles and the receipt for the deposit This procedure is conditional on proper declaration of the goods

The principal dutiable articles ordinarily carried by passengers are —

- Tobacco including cigars, cigarettes and snuff
- Spirits and articles containing spirits, liqueurs, bay rhum and wine
- Toilet requisites and preparations of all kinds including perfume, toilet waters, soap, powder, etc
- Silk and artificial silk in all forms, including articles wholly or partly made therewith
- Wearing apparel of all kinds, including hats, gloves and shoes
- Woollen, linen and cotton goods of all descriptions

Leather goods of all kinds

Clocks chronometers watches and their component parts

Jewellery goldsmiths and silversmiths ware including platinum ware

Cameras field and opera glasses binoculars telescopes and optical glasses

Musical instruments and their accessories and component parts including gramophones and gramophone records

Wireless sets and valves

Cinematograph films

Motor cars motor cycles pedal cycles and their accessories and component parts

Cutlery including knives scissors razors and safety razors

Typewriters

Tea coffee chicory cocoa and chocolate

Sugar and goods containing sugar saccharin and similar substances

Matches mechanical lighters playing cards

Dried fruits household articles of all descriptions

The principal articles prohibited or restricted are —

All merchandise imported in baggage

Extracts of coffee chicory and tobacco

Foreign reprints of registered copyright works including music

Dogs and other canine animals and cats except from the Channel Islands and the Irish Free State and musk rats and parrots must not be landed except under licence issued by the competent authority and in accordance with the terms of that licence

Arms ammunition and explosives These are not allowed to be imported except under licence issued by the competent authority

Prepared opium hashish and benzoyl morphine

Cocaine morphine ecgonine diacetylmorphine (heroin) dihydro oxycodienone (eucodal) dihydro codeinone (dicodide) Indian hemp coca leaves and raw or medicinal opium These are not allowed to be imported except under a licence issued by the competent authority

Plumage with certain exceptions which include plumage *bona fide* intended and reasonably acquired as part of the wearing apparel for the personal use of the passenger

Plate

Further information can be obtained from the Secretary Customs House London E C 3

APPENDIX J.

Statement showing the Rules in Passage Regulations, India, Governing the Grant of Invalid Passages

(References are to P R I unless otherwise stated)

Serial No	Class of Invalid	Passage admissible	Paragraph of P R I
1	Officers of the British and Indian services who are not entitled to passage concessions under Appendices A and AA (Part II)	Ordinary invalid passage	202 (o)
		When invalided for preservation of life	187 (i) (a)
2	King's commissioned officers other than those entitled to leave passage concessions	On being declared insane	191 (i) (a)
3	The family of a general or air officer entitled to conveyance under para 202 (c)	Ordinary invalid passage	230
4	*Family of a British service* officer [other than an officer entitled to leave passage concessions under Appendix AA (Part II)] and attendants	*When invalided for preser*vation of life or for very urgent and grave reasons of health	23J
5	Families of British service officers serving on the Indian Establishment	Advance passages admissible during a trooping season when invalided otherwise than for preservation of life	227—I (a).
6	Indian service officers of non Asiatic domicile as defined in R A I (other than departmental commissioned *officers) and their families*	Entitled to leave passage concessions Where medical board certifies that an attendant is necessary *the cost of passage of* such attendant will be borne by the State unless the attendant is a member of the officer s family entitled to passage concessions (*vide* paragraph 333)	Appx A

Serial No	Class of Invalid	Passage admissible	Paragraph of P R I
7	Officers of the Royal Engineers, Royal Corps of Signals, Mountain Artillery, and the Military Adviser and Assistant Military Advisers Indian State Artillery, Royal Artillery officers serving with the Survey Section Royal Artillery (India) and Royal Artillery officers seconded for service with the Indian Regiment of Artillery including the Indian Artillery Training Battery at the Royal Artillery Training Centre — (a) those who have not earned an Indian pension, and their families (b) those who have qualified for an Indian pension and their families		 See Appx AA, Part I See Appx A and Appx AA Part II
8	Officers subject to leave passage concessions when invalided as a result of field service, or service under conditions approximating to those encountered on field service		See 187 (v)
9	Lady nurses	Ordinary invalid passage When invalided for preservation of life On being declared insane	262 (j) 187 (i) (b) 191 (i) (c)
10	Departmental commissioned and warrant officers	Ordinary invalid passage When invalided for preservation of life On being declared insane	241 (k) 187 (i) (c) 191 (i) (b)
11	Family of a departmental officer of the commissary class	When invalided for preservation of life	187 (i) (c)
12	Family of a departmental warrant officer	Ordinary invalid passage When invalided for preservation of life	*256 A 187 (i) (c)
13	Army School Mistress	Ordinary invalid passage When invalided for preservation of life On being declared insane	274 (j) 187 (i) (e) 191 (i) (f)

*Only applicable to th [illegible]

Serial No	Class of Invalid	Passage admissible	Paragraph of P R I
14	British soldiers	Ordinary invalid passage When invalided for preservation of life On being declared insane When accompanying their invalided families on the recommendation of a medical board	279 (m) 187 (i) (d) 191 (i) (e) 279 (o)
15	Family of a British soldier	Ordinary invalid passage When invalided for preservation of life On being declared insane	294 187 (i) (d) 191 (i) (f)
16	British soldier of the I U L	Ordinary invalid passage When invalided for preservation of life On being declared insane	281 187 (i) (d) 191 (i) (e)
17	Family of a British soldier of the I U L	Ordinary invalid passage When invalided for preservation of life On being declared insane	294 187 (i) (d) 191 (i) (f)
18	Individuals not entitled to conveyance	Indulgence passage	See Movement Instructions India paras 178 to 188 and Appx K
19	Attendants for sick invalids and cases of mental disease		333 to 336
20	Private nurses	When accompanying an officers' family not entitled to passage concessions under Appendices A or AA Part II	345

NOTE —As regards the admissibility of passage by packet vessel when not invalided for preservation of life, see Passage Regulations, India, paragraph 31

APPENDIX K

(Referred to in paragraph 179)

Individuals eligible for the Grant of Indulgence Passages

1 Individuals entitled to leave passage concessions under either Civil or Military Rules and their families are ineligible for the grant of indulgence passages Indian service officers entitled to leave passage concessions and British service officers governed by Passage Regulations India Appendix AX Part II and their families may however be granted indulgence passages between India and Far Eastern ports provided that transport accommodation is available

2 Individuals who are eligible for the grant of indulgence passages and the order of precedence in which such passages are to be allotted in normal circumstances are shown below

3 An *ex* soldier or military pensioner is eligible for the class of accommodation to which the rank held by him on leaving the army entitles him or in the case of those serving Government in a civil capacity to the accommodation to which he is entitled by virtue of his civil appointment

4 **First class** —

(i) British service officers proceeding home on resigning the service and their families when conveyance is recommended on financial grounds
(ii) Lady nurses of the Military Nursing Service
(iii) Quartermasters and Departmental commissioned officers and their families
(iv) British service officers in military employ and their families
(v) British service officers below the rank of Major in civil employ and their families
(vi) Families of Chaplains not entitled to leave concessions appointed for duty in transports
(vii) Other non I E E chaplains and their families
(viii) Civilians employed by the Army R A F or R I N who are eligible for first class accommodation
(ix) Widows and unmarried daughters of British service officers who died after leaving the service
(x) Retired British service officers who have remained in India after leaving the service and their families
(xi) Lady nurses of the Lady Minto's Indian Nursing Association

Third class —

(i) Civilians employed by the Army R A F or R I N who are eligible for third class accommodation
(ii) British *ex* soldiers who have remained in India after discharge
(iii) British *ex* soldiers desirous of proceeding out of India immediately on purchasing their discharge provided their commanding officer certifies they are unable to pay for passage

APPENDIX L

Form of application for baggage labels for suitcases of N. C Os, *vide* paragraph 303.

I

To

The Quartermaster General in India,
Army Headquarters,
Simla New Delhi

Reference Movement Instructions, India paragraph 303

Please forward 2 wanted on voyage labels and 2 initial letter labels for each of the undermentioned N C Os who have been allotted passages to Great Britain (give other destination if not Great Britain) in H T leaving on the

Commanding

II

To

*The Officer Commanding

Labels for the above mentioned are forwarded herewith

for Quartermaster General in India

*To be completed with full address by Os C Units before submission to A H Q

APPENDIX M.

(Referred to in para 317)

Rules relating to the engagement of freight for Naval, Military, Royal Air Force and Marine stores and baggage

1 Normally the P S T O is responsible for taking up all freight for Government stores *ex* India In order, however to expedite despatch and decrease clerical labour the authorities mentioned in list I below are authorised to take up freight space direct from shipping companies for the shipment of stores and baggage referred to above subject to the following conditions —

(*a*) At all times of the year for consignments exceeding 50 tons the consignor will first refer to the P S T O or local S T O who will—

(i) accept the consignment for space available in a Government vessel or

(ii) instruct the consignor to deal direct with the shipping company on the normal lines or

(iii) where more advantageous call for full particulars and take up the freight himself

(*b*) During the non trooping season the consignor will despatch all consignments of 50 tons or less by direct arrangement with the shipping company except that all consignments *ex* Karachi for Aden must be referred to the S T O irrespective of bulk

(*c*) When it is desired to ship consignments to ports not served by lines mentioned in list II below a reference will first be made to the S T O who will authorise shipment by the most advantageous method permissible

(*d*) During the non trooping season if by any chance Government space becomes available the S T O concerned must inform all shippers appearing on his monthly report and call for consignments if any available to fill the space

(*e*) During the trooping season i e from one month previous to the date of sailing of the first transport *ex* India to the date of sailing of the last transport *ex* India consignors must in all cases first refer to the S T O who will take action as in (*a*) above

(*f*) Freight for dangerous goods as laid down in the memorandum relating to the carriage of dangerous goods and explosives in ships issued by the Board of Trade will invariably be taken through the P S T O or S T O

(*g*) Dumping of stores at sea will invariably be dealt with by the S T O

(h) Whenever it is laid down that previous application will be made to the S T O, such application will be made on form Mne T O 5 (Requisition for shipment) reproduced below The S T O will then be in a position either to take up the freight himself at once or to endorse the application "deal direct with shipping company" and return it

2. The above arrangements may be cancelled or modified at any time by the P S T O, who reserves the right to resume complete control of freight arrangements for stores and baggage to which these rules apply, if he considers it desirable to do so

---

LIST I

Bombay

(i) *Government*

The Naval Store Officer, Bombay

The Ordnance Officer, Bombay (Military)

The Embarkation Commandant, Bombay (Military)

The Officer in Charge, Medical Store Depot, Bombay (*Quasi-*Military)

The Naval Armament Supply Officer, Bombay

The Meteorologist, Bombay

The Torpedo Engineer, Bombay

(ii) *Private*

Messrs Cox and King's Shipping Agency, Bombay

Messrs Thomas Cook and Son, Ltd , Bombay

Messrs Grindlay and Co Ltd , Bombay

Army and Navy Co Operative Society Bombay

Messrs Mackinnon Mackenzie and Co Bombay

Calcutta

The Embarkation Commandant Calcutta

The Ordnance Officer, Calcutta

Karachi

The Sea Transport Officer, Karachi

The Royal Air Force Port Detachment Karachi

The Embarkation Commandant Karachi

Madras

The Agent for Government Consignments, Madras

The Ordnance Officer, Madras (Military)

RANGOON

The Stores and Shipping Officer (R I A S C) Rangoon Military)

The Ordnance Officer Rangoon (Military)

LIST II

ecognised agencies for despatch of Government consignments ex India

BOMBAY

British India Steam Navigation Company
P & O Steam Navigation Company
The Moghul Line
Scindia Steam Navigation Company
The Asiatic Steam Navigation Company
The Anchor Line
The City and Hall Line
*Lloyd Triestino Steam Navigation Company
Merchant Steam Navigation Company
Bombay Steam Navigation Company
*Nippon Yusen Kaisha Steam Navigation Company
*The Holland British India Line
*The Osaka Shosen Kaisha Line
*Lionel Edwards Ltd
*Volkart Brothers
*E D Sassoons, Ltd

No 9 of 1937.

Appendix M, page 115, under Karachi, *after* Mackinnon Mackenzie and Company, *insert*—

The Moghul Line
The Scindia Steam Navigation Company
The Anchor Line
The City and Hall Line
* Lloyd Triestino Steam Navigation Company
Bombay Steam Navigation Company
The Wilson Line
* Lionel Edwards Limited
Malabar Steamship Company
*Volkart

oreign flag when space is

(h) Whenever it is laid down th[at] [pre]vious application will b[e] made to the S T O such application will be made on form Misc I O 5 (Requisition for shipment) re produced below The S T O will then be in a *position either to take up the freight himself at once o[r]* to endorse the application deal direct with shipp[e]r company and return it

2 The above arrangements may b[e] cancelled or modified at any time by the P S T O who reserves the right to resume complete control of freight arrangements for stores and baggage to which the[se] rules apply if he considers it desirable to do so

---

LIST I

Bombay

(i) *Government*

The Naval Store Officer Bombay

The Ordnance Officer Bombay (Military)

The Embarkation Commandant Bombay (Military)

The Officer in Charge Medical Store Depot Bombay (*Quas[i]* Military)

The Naval Armament Supply Officer Bombay

The Meteorologist Bombay

The Torpedo Engineer Bombay

(ii) *Private*

Messrs Cox and King s Shipping Agency Bombay

Messrs Thomas Cook and Son Ltd Bombay

Messrs Grindlay and Co Ltd Bombay

Army and Navy Co Operative Society Bombay

Messrs Mackinnon Mackenzie and Co Bombay

Calcutta

The Embarkation Commandant Calcutta

The Ordnance Officer Calcutta

Karachi

The Sea Transport Officer Karachi

The Royal Air Force Port Detachment Karachi

The Embarkation Commandant Karachi

Madras

The Agent for Government Consignments Madras

The Ordnance Officer Madras (Military)

RANGOON

The Stores and Shipping Officer (R. I. A. S. C.) Rangoon (Military)

The Ordnance Officer, Rangoon (Military)

LIST II

Recognised agencies for despatch of Government consignments [illegible] India

BOMBAY

British India Steam Navigation Company

P & O Steam Navigation Company

The Moghul Line

Scindia Steam Navigation Company

The Asiatic Steam Navigation Company

The Anchor Line

The City and Hall Line

*Lloyd Triestino Steam Navigation Company

Merchant Steam Navigation Company

Bombay Steam Navigation Company

*Nippon Yusen Kaisha Steam Navigation Company

*The Holland British India Line

*The Osaka Shosen Kaisha Ltd

*Lionel Edwards Ltd

[illegible]olkart Brothers

[illegible] D Sassoons Ltd

CALCUTTA

[illegible]ackinnon Mackenzie and Company

[illegible]urner Morrison and Company

Indo-China Steam Navigation Company

KARACHI

[illegible]

MADRAS

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Requisition for Shipment

From -

No , dated

To—The Sea Transport Officer,

All requisitions for shipment of cargo in transports or store ships must be made on this form copies of which can be obtained from the Sea Transport Officer

Forms should be filled in with the utmost detail s para e forms being used for each port to which shipment is required If consignments are not immediately available the date on which they will be ready should be noted

P I st No	Shipper	Consignee	Destination	No of packages or quantity	Description of		Weight			Measurement Length (a) Breadth (b) Depth (c) Cubic Feet (d)				Remarks
					Packages	Contents	Tons	Cwts	Qrs	(a)	(b)	(c)	(d)	

Mne T O 5

Signature -

APPENDIX N.

Standard Voyage Periods.

From	To	Days
All Indian Ports	[illegible]	[illegible]
"	[illegible]	[illegible]
"	[illegible]	[illegible]
"	[illegible]	[illegible]
"	New Zealand (all ports)	22
"	South Africa (all ports)	22
"	East Af[illegible]	12
"	[illegible]	[illegible]
"	[illegible]	[illegible]
"	[illegible]	[illegible]
"	[illegible]	[illegible]
"	Aden	[illegible]
"	Port Sudan	8
"	Egypt (Port Said)	11
"	Egypt (Port Suez)	10
"	Palestine (Haifa)	12
	Malta	14†
	Gibraltar	18†
Bombay	Basra	6
"	Federated Malay States (Singapore)	9
"	Hong Kong	14
"	Shanghai	17
"	Chingwangtao	19
Karachi	Basra	5
"	Federated Malay States (Singapore)	11
"	Hong Kong	16
"	Shanghai	19
"	Chingwangtao	21
Bombay or Karachi	Great Britain	22
"	Colombo	4

*Except in the case of from Bombay and Karachi when the standard voyage period is 15 days

†If via Great Britain 22 days

APPENDIX O.

(Reference to in para 92.)

Below is a list of railway stations showing the addresses of supply officers on which each station is dependent for its ration supply where shortages of rations can be made up *en route* and by whom wayside meals will be arranged for troops travelling by rail

2 All demands will be made on the officer in charge supplies at the station shown in column 3 and where indicated repeated to the officer in charge supplies at the stations shewn in column 4

3 Despatching officers when indicating the stations at which meals are to be issued *en route* will select stations as near as possible to those shown in column 3 or column 4 as the case may be

List of railway stations showing the Supply Officers on which each is dependent

Railway station	District or Independent Brigade	Address to which demands for rations or wayside meals should be sent	Remarks
Abohar	Lahore Dist	Ferozepore	
Abu Road	Bombay Dist	Nasirabad (Raj)	
Achnera	Delhi Ind Bde A	Agra	
Adoni	Madras Dist	Bangalore	
Agra	Delhi Ind Bde A	Agra	
Ahmedabad	Bombay Dist	Ahmedabad	Nasirabad
Ahmednagar	Deccan Dist	Ahmednagar	
Ahmedwal	Baluchistan Dist	Quetta	
Ajmer	Bombay Dist	Nasirabad (Raj)	
Akora	Peshawar Dist	Nowshera	
Akola	Deccan Dist	Kamptee	Jubbulpore
Aligarh	Delhi Ind Bde A	Agra	
Ali Masjid	Peshawar Dist	Landi Kotal	
Allahabad	Lucknow Dist	Allahabad	
Ambala	Lahore Dist	Ambala	
Amla	Deccan Dist	Kamptee	Jubbulpore
Amritsar	Lahore Dist	Amritsar	Lahore Cantt
Angadipuram	Madras Dist	Malappuram	Bangalore
Anklesvar	Bombay Dist	Ahmedabad	Nasirabad
Arkonam	Madras Dist	Madras	
Arrah	P & A Dist	Dinapore	
Arsikere	Madras Dist	Bangalore	
Asansol	P & A Dist	Calcutta	
Ateli	Delhi Ind Bde A	Fort Delhi	
Attock	Rawalpindi Dist	Campbellpur	
Aurangabad	Deccan Dist	Deolali	
Badnera	Deccan Dist	Kamptee	Jubbulpore
Bahadurabad Ghat	P & A Dist	Calcutta	
Balasore	P & A Dist	Calcutta	
Bahawalnagar	Lahore Dist	Ferozepore	
Ballarshah	Deccan Dist	Trimulgherry	
Balotra	Bombay Dist	Nasirabad (Raj)	
Bandel	P & A Dist	Calcutta	
Bandikui	Bombay Dist	Nasirabad (Raj)	
Bangalore	Madras Dist	Bangalore	
Bankura	P & A Dist	Calcutta	
Bannu	Waziristan Dist	Bannu	

Railway station	District or Independent Brigade	Address to which demands for rations or wayside meals should be sent	Remarks
Bareilly	Meerut District	Bareilly	
Barrath	Lucknow Dist	Allahabad	
Bari	Bombay Dist	Nasirabad (Raj)	
Barmar	Sind Ind Bd A	Hyderabad (Sind)	Kiamari
Baroda	Bombay Dist	Ahmedabad	Nasirabad
Barrackpore	P & A Dist	Calcutta	
Barwaha	Bombay Dist	Mhow	
Belgaum	Poona I B A	Poona	
Benares	Lucknow Dist	Allahabad	
Berhampore (Ganjam)	P & A Dist	Calcutta	
Bezwada	Madras Dist	Madras	
Bhadrak	P & A Dist	Calcutta	
Bhakkar	Waziristan Dist	D I Khan	Manzai
Bharatpur	[illegible]	Muttra	
Bharwari	[illegible] Dist	Allahabad	
Bhatinda	[illegible]	Ferozepore	
Bhilwara	[illegible] Dist	Nasirabad (Raj)	
Bhopal	[illegible] Dist	Jhansi	
Bhusawal	[illegible] Dist	Deolali	
Bilaspur	Deccan Dist	Jubbulpore	
Bitragunta	Madras Dist	Madras	
Bina	Meerut Dist	Jhansi	
Bonarp[illegible]	P & A Dist	Calcutta	
Bost[illegible]	Baluchistan Dist	Quetta	
Bu[illegible]	P & A Dist	Calcutta	
B[illegible]	P & A Dist	Dinapore	
[illegible]	P & A Dist	Calcutta	
[illegible] (Westhill)	Madras Dist	Malappuram	Bangalore
[illegible]lpore	Rawalpindi Dist	Campbellpore	
[illegible]pore	Lucknow Dist	Cawnpore	
[illegible]sardharpore	P & A Dist	Calcutta	
[illegible]aklala	Rawalpindi Dist	Rawalpindi	
Chalisgaon	Bombay Dist	Deolali	
Chaman	Baluchistan Dist	Quetta	Chaman
Chhor	Sind I B A	Hyderabad (Sind)	Kiamari
Chittapur	Deccan Dist	Trimulgherry	
Cuttack	P & A Dist	Calcutta	
Dadu	Sind I B A	Hyderabad (Sind)	Kiamari
Dalbandin	Baluchistan Dist	Quetta	
Darya Khan	Waziristan Dist	D I Khan	Manzai
Dargai	Peshawar Dist	Nowshera	
Damoh	Deccan Dist	Jubbulpore	
Dehra Dun	Meerut Dist	Dehra Dun	
Delhi Junction	Delhi I B A	Delhi Fort	
Deolali	Bombay Dist	Deolali	
Dhanbad	P & A Dist	Calcutta	
Dhanushkodi	Madras Dist	Madras	
Dharmavram	Madras Dist	Bangalore	
Dhola	Bombay Dist	Ahmedabad	Nasirabad
Dholpur	Delhi I B A	Agra	
Dhond	Poona I B A	Poona	
Dhoro Naro	Sind I B A	Hyderabad (Sind)	Kiamari
Dhuri	Lahore Dist	Ambala	
Dildarnagar	P & A Dist	Dinapore	
Dina	Rawalpindi Dist	Jhelum	
Dinapore	P & A Dist	Dinapore	
Dohad	Bombay Dist	Mhow	
Dongargarh	Deccan Dist	Kamptee	Jubbulpore

Handwritten annotations: "Rawalpindi District" and "[illegible] man, insert—" written diagonally across the left part of the page, with a line drawn to "Jhelum" in the District column.

Railway station	District or Independent Brigade	Address to which demands for rations or way side meals should be sent	Remarks
Dornakal	Deccan Dist	Trimulgherry	
Dronachallam	Deccan Dist	Trimulgherry	
Eranpura Road	Bombay Dist	Nasirabad (Raj)	
Erode	Madras Dist	Wellington	
Etawah	Lucknow Dist	Cawnpore	
Fatehpur	Lucknow Dist	Cawnpore	
Ferozepore	Lahore Dist	Ferozepore	
Fort Sandeman	Zhob I B A	Fort Sandeman	
Futwah	P & A Dist	Dinapore	
Fyzabad	Lucknow Dist	Lucknow	
Gadarwara	Deccan Dist	Jubbulpore	
Gadra Road	Sind I B A	Hyderabad (Sind)	Kiamari
Gajroula	Meerut Dist	Bareilly	
Gambat	Sind I B A	Hyderabad (Sind)	Kiamari
Gangapur City	Bombay Dist	Mhow	
Gaya	P & A Dist	Dinapore	
Ghaziabad	Delhi I B A	Fort Delhi	
Ghazi Ghat	Lahore Dist	Multan	
Ghotki	Sind I B A	Hyderabad (Sind)	Kiamari
Gidni	P & A Dist	Calcutta	
Godhra	Bombay Dist	Mhow	
Gondia	Deccan Dist	Kamptee	Jubbulpore
Gujar Khan	Rawalpindi Dist	Rawalpindi	
Gujrat	Rawalpindi Dist	Jhelum	
Gulistan	Baluchistan Dist	Quetta	
Guntakal	Madras Dist	Bangalore	
Gwalior	Meerut Dist	Jhansi	
Hapur	Meerut Dist	Dehra Dun	
Harda	Deccan Dist	Jubbulpore	
Hardoi	Lucknow Dist	Lucknow	
Hardwar	Meerut Dist	Dehra Dun	
Harihar	Madras Dist	Bangalore	
Harnai	Zhob I B A	Loralai	
Hasan Abdal	Rawalpindi Dist	Rawalpindi	
Havelian	Rawalpindi Dist	Abbottabad	
Hazaribagh Road	P & A Dist	Calcutta	
Hindubagh	Zhob I B A	Storekeeper i/c S D Hindubagh	Fort Sandeman
Hindupur	Madras Dist	Bangalore	
Hubli	Poona I B A	Poona	
Hyderabad (Sind)	Sind I B A	Hyderabad (Sind)	Kiamari
Ikran	Delhi I B A	Agra	
Indargarh	Bombay Dist	Mhow	
Itarsi	Deccan Dist	Jubbulpore	
Jacobabad	Sind I B A	Hyderabad (Sind)	Kiamari.
Jaipur	Bombay Dist	Nasirabad (Raj)	
Jakhal	Lahore Dist	Ambala	
Jalarpet	Madras Dist	Bangalore	
Jamrud	Peshawar Dist	Landi Kotal	
Jand	Rawalpindi Dist	Rawalpindi	
Jaunpur City	Lucknow Dist	Allahabad	
Jetalsar	Bombay Dist	Ahmedabad	Nasirabad
Jhajha	P & A Dist	Dinapore	
Jhansi	Meerut Dist	Jhansi	
Jharsuguda	P & A Dist	Calcutta	
Jhelum	Rawalpindi Dist	Jhelum	
Jind	Lahore Dist	Ambala	

Railway station	District or Independent Brigade	Address to which demands for rations or way side meals should be sent	Remarks
Jubbulpore	Deccan Dist	Jubbulpore	
Jullundur	Lahore Dist	Jullundur	
Jung Shahi	Sind I B A	Kiamari	
Kaira	Bombay Dist	Nasirabad (Raj)	
Kalakhund	Bombay Dist	Mhow	
Kalka	Lahore Dist	Ambala	
Kalyan	Bombay Dist	Bombay	
Kamptee	Deccan Dist	Kamptee	Jubbulpore.
Karnal	Lahore Dist	Ambala	
Kasganj	Meerut Dist	Bareilly	
Kathgodam	Lucknow Dist	Ranikhet	
Katihar	P & A Dist	Calcutta	
Katni	Deccan Dist	Jubbulpore	
Katpadi	Madras Dist	Madras	
Kaunia	P & A Dist	Calcutta	
Khandwa	Bombay Dist	Mhow	
Khanewal	Lahore Dist	Multan	
Khanpur	Lahore Dist	Multan.	
Kharagpur	P & A Dist	Calcutta	
Khatauli	Meerut Dist	Dehra Dun	
Kharian	Rawalpindi Dist	Jhelum	
Khokhrapar	Sind I B A	Hyderabad (Sind)	Kiamari
Khurda Road	P & A Dist	Calcutta	
Khurja	Meerut Dist	Dehra Dun	
Kila Saifulla	Zhob I B A	Loralai	
Kiul	P & A Dist	Dinapore	
Kohat	Kohat Dist	Kohat	O C Supply Depot
Kosi Kalan	Delhi I B A	Muttra	
Kotah	Bombay Dist	Mhow	
Kotdwara	Meerut Dist	Bareilly	
Kotri	Sind I B A	Hyderabad (Sind)	Kiamari
Kurduwadi	Poona I B A	Poona	
Kurnool	Madras Dist	Trimulgherry	
Kurseong	P & A Dist	Jalapahar	
Lahore	Lahore Dist	Lahore Cantt	
Laki	Sind I B A	Hyderabad (Sind)	Kiamari
Laki Marwar	Waziristan Dist	Bannu	
Lala Musa	Rawalpindi Dist	*Jhelum*	
Landikotal	Peshawar Dist	Landikotal	
Lhaksar	Meerut Dist	Dehra Dun	
Lodhran	Lahore Dist	*Multan*	
Londa	Poona I B A	Poona	
Lucknow	Lucknow Dist	Lucknow	
Ludhiana	Lahore Dist	Jullundur	
Luni	Bombay Dist	Nasirabad (Raj)	
Lyallpur	Lahore Dist	Lahore	
Mach	Baluchistan Dist	*Quetta*	
Madhupur	P & A Dist	Calcutta	
Madras	Madras Dist	Madras	
Madura	Madras Dist	Madras	
Mahmud Kot	Lahore Dist	*Multan*	
Malakwal	Rawalpindi Dist	Jhelum	
Mandah Road	Lucknow Dist	Allahabad	
Mandal	Bombay Dist	Nasirabad (Raj)	
Mandra	Rawalpindi Dist	Rawalpindi	
Manharpur	P & A Dist	Calcutta	

Railway station	District or Independent Brigade	Address to which demands for rations or wayside meals should be sent	Remarks
Manikpur	Lucknow Dist	Allahabad	
Manmad	Bombay Dist	Deolali	
Mardan	Peshawar Dist	Nowshera	
Mari Indus	Waziristan Dist	Bannu *	
		Manzai†	O C Supply Depot
Marwar	Bombay Dist	Nasirabad (Raj)	
Meerut	Meerut Dist	Dehra Dun	
Mehsana	Bombay Dist	Ahmedabad	Nasirabad
Mettupalayam	Madras Dist	Wellington	
Mhow	Bombay Dist	Mhow	
Miraj	Poona I B A	Poona	
Mirpur Khas	Sind I B A	Hyderabad (Sind)	Kiamari
Mirzapur	Lucknow Dist	Allahabad	
Moghul Serai	Lucknow Dist	Allahabad	
Mokameh	P & A Dist	Dinapore	
Montgomery	Lahore Dist	Multan	
Moradabad	Meerut Dist	Bareilly	
Multan	Lahore Dist	Multan	
Muttra	Delhi I B A	Muttra	
Muzaffarnagar	Meerut Dist	Dehra Dun	
Mymensingh	P & A Dist	Calcutta	
Nadbai	Delhi I B A	Agra	
Nagina	Meerut Dist	Bareilly	
Nagpur	Deccan Dist	Kamptee	Jubbulpore
Naihati	P & A Dist	Calcutta	
Nainpur	Deccan Dist	Jubbulpore	
Najibabad	Meerut Dist	Bareilly	
Nandalur	Madras Dist	Madras	
Narowal	Lahore Dist	Sialkot	
Nasirabad	Bombay Dist	Nasirabad (Raj)	
Neemuch	Bombay Dist	Mhow	
Nizamabad	Deccan Dist	Trimulgherry	
Nowshera	Peshawar Dist	Nowshera	
Nushki	Baluchistan Dist	Quetta	
Orai	Lucknow Dist	Cawnpore	
Pabbi (for Cherat)	Peshawar Dist	Nowshera	
Padidan	Sind I B A	Hyderabad (Sind)	Kiamari
Palej	Bombay Dist	Ahmedabad	Nasirabad
Parbatipur	P & A Dist	Jalapahar	
Partabgarh	Lucknow Dist	Allahabad	
Pathankot	Lahore Dist	Pathankot	Jullundur
Pendra Road	Deccan Dist	Jubbulpore	
Peshawar	Peshawar Dist	Peshawar	
Phaphund	Lucknow Dist	Cawnpore	
Phulera	Bombay Dist	Nasirabad (Raj)	
Pipariya (for Pachmarhi)	Deccan Dist	Jubbulpore	
Podanur	Madras Dist	Wellington	
Poona	Poona I B A	Poona	
Purnea	Deccan Dist	Trimulgherry	
Quetta	Baluchistan Dist	Quetta	
Rae Bareli	Lucknow Dist	Lucknow	
Raiwind	Lahore Dist	Lahore Cantt	

*For units booked for Bannu Railhead
†For units booked for Manzai Railhead

Railway station	District or Independent Brigade	Address to which demands for rations or wayside meals should be sent	Remarks
Raichur	Deccan Dist	Trimulgherry	
Raipur	Deccan Dist	Kamptee	Jubbulpore
Rajewadi	Poona I B A	Poona	
Rajkot	Bombay Dist	Ahmedabad	Nasirabad
Rajpura	Lahore Dist	Ambala	
Ranaghat	P & A Dist	Calcutta	
Rawalpindi	Rawalpindi Dist	Rawalpindi	
Reti	Sind I B A	Hyderabad (Sind)	Kiamari
Rewari	Delhi I B A	Fort Delhi	
Risalpur	Peshawar Dist	Nowshera	
Rohri	Sind I B A	Hyderabad (Sind)	Kiamari
Roorkee	Meerut Dist	Dehra Dun	
Ruk	Sind I B A	Hyderabad (Sind)	Kiamari
Rutlam	Bombay Dist	Mhow	
Sabarmati	Bombay Dist	Ahmedabad	Nasirabad
Saharanpur	Meerut Dist	Dehra Dun	
Salem	Madras Dist	Wellington	
Samasata	Lahore Dist	Multan	
Page 123	P & A Dist	Calcutta	
		~~Rawalpindi~~	
Delete Sarai Kala and connected entries.		Jhelum	
		Trimulgherry	
Shagai		Landi Kotal	
Shahabad	Deccan Dist	Trimulgherry	
Shahdadpur	Sind I B A	Hyderabad (Sind)	Kiamari
Shahjahanpur	Meerut Dist	Bareilly	
Shamgarh	Bombay Dist	Mhow	
Shegaon	Deccan Dist	Kamptee	Jubbulpore
Sher Shah	Lahore Dist	Multan	
Sholapur	Poona I B A	Poona	
Shoranur	Madras Dist	Malappuram	Bangalore
Sialkot	Lahore Dist	Sialkot	
Sibi	Baluchistan Dist	Quetta	
Siliguri	P & A Dist	Jalapahar	
Singjhani	P & A Dist	Calcutta	
Siwai Madhopur	Bombay Dist	Mhow	
Sohagpur	Deccan Dist	Jubbulpore	
Sohawa	Rawalpindi Dist	Jhelum	
Sojat Road	Bombay Dist	Nasirabad (Raj)	
Sone East Bank	P & A Dist	Dinapore	
Spezand	Baluchistan Dist	Quetta	

APPENDIX P

(Referred to in para 57)

Standing Orders for Kitchen Car Staff

A copy of these orders will be placed in a prominent position in the Kitchen Car

1 Care of Kitchen Cars and Equipment

(a) N C Os in charge of kitchen cars are responsible for all Government equipment on their cars and for reporting at once any deficiencies or breakages Special care should be taken that all doors and windows are securely fastened when the cars are vacated

(b) N C Os in charge of kitchen cars will maintain A F B 293 in respect of the equipment of their cars in accordance with Instructions Regarding Kitchen Car Stores issued separately These accounts will be kept up to date and will be produced for check and inspection whenever ordered

(c) N C Os in charge of kitchen cars will be responsible for the issue of police armlets padlocks and bugle provided for the purpose to the O C train or train warrant officer when required Receipts will be obtained and the articles collected at destinations They will also ensure that padlocks loaned by the railway are returned to the officer to whom the railway issued them

(d) Immediately troop special trains arrive at Bombay or Karachi N C Os in charge of kitchen cars will report their equipment correct or otherwise to the railway transport officer

(e) Absolute cleanliness of the personnel equipment and car is essential and will be impressed on Indian cooks employed on the car

N C Os in charge of kitchen cars will ensure that the white clothing issued to Indian cooks is kept clean and in good repair at the expense of the individuals to whom it is issued

2 Discipline

(a) *Absence from Kitchen Cars* —N C Os in charge of kitchen cars will normally remain on their cars between midnight and 16 00 hours daily Should circumstances demand their absence when cars are *located at railway stations they will inform the stationmaster of* their departure from and return to the car and inform him where they may be found during their absence

(b) *Supervision of Indian Staff* —All cases of absence from duty or illness of the Indian staff will be reported immediately to the Railway Transport Officer Bombay the Embarkation Commandant Karachi or the Station Staff Officer Lahore whichever is the nearer

They will ensure that good order is maintained between the staffs of the kitchen and canteen cars and that any irregularities which occur in this connection are reported to the O C train

Any changes which may occur in the staffs of the kitchen or canteen cars will be reported in writing, at the first opportunity, to the Railway Transport Officer Bombay They will be prepared to report on the suitability of all cooks employed on their kitchen cars

(e) *Use of Electric Lights and Fans*.—N C Os in charge of kitchen cars will ensure that when their cars are not actually on the move the strictest economy is observed in the use of electric lights and fans Failure to comply with this order will be met by disciplinary action and possibly the disconnection of electric fittings during the periods when cars are not actually on the run

3. Reports and Returns.

(a) A supply of train report forms will be carried on all kitchen cars and N C Os in charge of kitchen cars will ensure that Os C trains are supplied with these forms at the starting station

(b) N C Os in charge of kitchen cars will be responsible for the prompt submission of monthly running reports in accordance with the instructions printed on the reverse of the form They will also maintain a log book in which the running of the rake throughout the month will be entered This log book will be produced when reporting as ordered in para 1 (d)

(c) When kitchen cars are running empty and without a canteen car attached N C Os in charge of kitchen cars will obtain 3rd class tickets for Indian cooks travelling in the car in accordance with instructions which are issued separately

(d) Service labels to the value of Rs 5 will be issued to each N C O in charge of kitchen car by the Railway Transport Officer Bombay at the commencement of the trooping season for the submission of reports and returns by post These service labels will be accounted for and the unexpended balance if any returned to the Railway Transport Officer Bombay at the conclusion of the trooping season

4 Officer's Messing.

(a) At the earliest opportunity before the commencement of a journey N C Os in charge of kitchen cars will ascertain from the O C train if officers and their families require their meals from the kitchen car during the journey

(b) Specimen menus for officers messing will be drawn up and presented to the O C train for his approval before the commencement of the journey

(c) Accounts for expenses in connection with officers messing will be prepared and submitted to the O C train who is responsible for the collection of the amount due from the officers travelling and the settlement of the account rendered

(d) When officers messing is carried out by the N C O in charge of the kitchen car chota hazari and afternoon tea will also be supplied from the kitchen car On occasions when messing is not carried out these meals will be supplied if required from the canteen car

5 Supplies

(a) N C Os in charge of kitchen cars will be present when rations are placed on the kitchen car and will personally check the amounts supplied They will report any irregularity either in quantity or quality to the O C train immediately

(b) All meals will be issued strictly in accordance with the diet sheet posted in the car

(c) Packing material will be handed over to the P I A S C representative at stations of destination If no R I A S C representative is present at the destination N C Os in charge of kitchen cars will get into touch with the nearest supply depot and arrange to hand over the packing material at the earliest opportunity Receipts for packing material will be returned to the office from which the packing material was issued

(d) N C Os in charge of kitchen cars will ensure that there is always a plentiful supply of water on their cars

6 Assistance to the Railway Authorities, Canteen Contractors and O C Train

(a) When kitchen cars are running empty and not attached to a troop special train N C Os in charge of kitchen cars will assist the railway authorities to the best of their ability by ensuring that no unauthorised person travels in the kitchen car canteen car or in any military stock attached

(b) The canteen car contractor will be permitted to store meat or provisions in the kitchen car refrigerator and will be permitted the use of the kitchen car for the preparation of tea and supper between the hours of 4 A M to 6 A M 10 A M to 11 A M and 6 P M to 8 P M provided the O C train is satisfied that this can be done without interfering with the preparation of troops meals

(c) N C Os in charge of kitchen cars are primarily concerned with the kitchen car but should circumstances demand they will assist the O C train with advice on general railway transport duties

7 General

(a) Any fatigue parties required will be obtained through the O C train or the train warrant officer

(b) During the trooping season Indian Assistant cooks will be provided by the canteen car contractor approximately from Octo[illegible] to the end of March During the non trooping season such assista[illegible] as may be required will be obtained from the unit travelling on t[illegible] train

(c) During the non trooping season kitchen car personnel w[illegible] not living on their cars will be at the disposal of the Embark[illegible] Commandant Bombay and the Station Staff Officer Lahore

(d) Kitchen cars will be overhauled during the summer mont[illegible] Not more than two cars of those based on Bombay and two of th[illegible] based on Lahore will be put into workshops at the same time [illegible] others will be kept available for emergency and hill moves

(e) N C Os in charge of kitchen cars will maintain a copy Movement Instructions India for the use of the O C train

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